
Model Curriculum

Unarmed Security Guard

SECTOR: Management & Entrepreneurship and Professional Skills Council

SUB-SECTOR: Private Security

OCCUPATION: Guarding

REF ID: MEP/Q7101

NSQF LEVEL: 4

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Unarmed Security Guard

CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a “Unarmed Security Guard”, in the “Management & Entrepreneurship and Professional Skills” Sector/Industry and aims at building the following key competencies amongst the learner

| | | | |
|---|---|----------------------------|------------|
| Program Name | Unarmed Security Guard | | |
| Qualification Pack Name & Reference ID | MEP/ Q7101 | | |
| Version No. | 1.0 | Version Update Date | 27/03/2018 |
| Pre-requisites to Training | NA | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> Perform basic security tasks: Be able to perform security tasks in accordance with basic security practices Understand the legal requirements: Understand the legal requirements and work within the law when undertaking private security tasks Provide private guarding service: Provide private guarding service to people, property, premises and businesses Control access: Control access to guarded premises. Perform screening and search: Carry out screening and search operations Manage traffic: Manage traffic and control parking. Perform security escort: Perform security escort duties Observe personal hygiene and occupational health and safety: Maintain personal hygiene and observe occupational health and safety practices at work place. Perform domain-specific security tasks: Carry out private security tasks in commercial and industrial deployments Communicate effectively: Communicate effectively with stakeholders. Respond to emergencies: Identify and operate security, safety, fire-fighting and communication equipment effectively and respond to emergencies Render first aid: Provide basic first aid. Image building: Project positive image of self and the organization. | | |

This course encompasses 11 out of 11 National Occupational Standards (NOS) of “MEP/ Q7101” Qualification Pack issued by “Management & Entrepreneurship and Professional Skills Council”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|--|
| 1 | Introduction Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code MEP/ N7101 | <ul style="list-style-type: none"> Introduction to course and ice-breaking Learn about role of an Unarmed Security Guard and job opportunities in the Private Security Sector | Computer, projector, blackboard, classroom, classroom furniture |
| 2 | Physical Training Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code MEP/ N7111 | <ul style="list-style-type: none"> Improve physical health, strength and dexterity in trainees Inculcate good personal hygiene practices | PT field, running track, vertical rope, beam, 9” ditch, balance, mat |
| 3 | Drill Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code MEP/ N7111 | <ul style="list-style-type: none"> Improve bearing and deportment and grooming trainees into smart individuals | Drill ground, full length mirror, drill charts |
| 4 | Unarmed Combat Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code MEP/ N7111 | <ul style="list-style-type: none"> Introduce trainees to unarmed combat techniques for self defence | Mat, lathi, baton, other weapons |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|--|
| 5 | <p>Security and security practices and tasks</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code MEP/ N7101</p> | <p>Learn about -</p> <ul style="list-style-type: none"> • Security organisations • Private Security Sector (PSS) • Private security tasks and guarding duties • Risks, Threats, Hazards/ Disasters and Emergencies • Weapons and firearms • Improvised explosive devices (IED) • Military and police ranks | <p>Charts – weapon and firearm, badges of rank, security organisation, risks and threats</p> |
| 6 | <p>Basic rules pertaining to private security service and security personnel</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code MEP/ N7102</p> | <p>Learn about -</p> <ul style="list-style-type: none"> • Right to private defence, important body and property offences and cognisable and • Non-cognisable offences • Aid to magistrate, duty of public to inform about certain offences, arrest by private person, complaints and first information • Report and warrants and summons • Difference between legal and illegal activities; take cognisance of offences and report to superiors and police • Basics of Human Rights; obligations of the holder of an arms licence, explosives and • Explosive substances • Physical standards, security training, verification, uniform, ID cards for security guards as per PSARA – 2005 • Rights and entitlements of workers • Roles and responsibilities of unarmed security guard • Internal or police investigations and giving evidence in the court • Lodging of complaints or assisting others in filing first information report | <p>Classroom training</p> |
| 7 | <p>Private guarding services to people, property and premises</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7103</p> | <p>Learn about -</p> <ul style="list-style-type: none"> • Types of buildings and premises and Visitors • Risk and threats to life, property and premises and security breaches • Taking briefing and instructions, assuming charge of area of responsibility and carrying out guarding operations | <p>Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder. Forms for recording incidents</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|--|
| 8 | <p>Control access Theory Duration</p> <p>(hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7104</p> | <ul style="list-style-type: none"> Understand organisational procedure on access control Know types of visitors, vehicles and material entering or exiting a premises Identify, read, interpret identification and authorisation documents issued to employees, visitors, vehicles and material Prepare, issue and collect permit and passes to visitors, vehicles and material Understand capability and limitation of equipment Check and report functioning of equipment Discern signals emanating from the equipment and respond accordingly Understand methods adopted by criminals for gaining access to a premises Identify and operate access control equipment Be able to carry out manual operation if needed Manage adverse situations arising during access control operations Direct or escort visitors to their destination Receive mail and parcel from couriers Secure received mail and parcel and deliver to the designated person Discern suspicious packages, segregate the same and report to superiors Report cases of infringement to superiors | <p>Access control equipment – Gate, barrier, etc.</p> <p>Sample of ID cards, visitor/ vehicle/ material forms and passes</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|---|
| 9 | <p>Screening and search Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code MEP/ N7105</p> | <ul style="list-style-type: none"> Understand organisational procedure on screening and search <ul style="list-style-type: none"> • Understand capability and limitation of equipment • Check and report functioning of equipment • Discern signals emanating from the equipment and respond accordingly • Items and persons who cannot be put through the equipment • Be able to carry out manual operation if needed • Manage adverse situations arising during • Screening and search operations • Search and screening of people, vehicle and material • Read authorisation documents • Understand visitor's right to privacy, religious and gender • Understand prohibited and unauthorised items • Understand methods adopted by criminals to hoodwink the system • Manage adverse situations arising operations • Report cases of infringement to superiors | <p>Screening & search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, chart of prohibited items</p> |
| 10 | <p>Parking and traffic Management Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code MEP/ N7106</p> | <ul style="list-style-type: none"> • Understand organisational procedure on parking and traffic management • Familiarise with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area • Identify various types of vehicles • Identify and use various traffic control equipment • Identify and use security, safety and communication equipment necessary for operations • Identify and use personal protective equipment • Report functioning of equipment • Familiarise with signage and other fixtures in the parking area • Guide and communicate with drivers effectively • Understand irregular situations and control defaulting persons and vehicles • Control emergency arising from incidents and seek assistance | <p>Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|--|
| 11 | <p>Security Escort</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7107</p> | <p>Learn about -</p> <ul style="list-style-type: none"> Organisational procedure regarding security escort Risk and threat during escorting Readiness of vehicle, driver and guard for assignment Understand equipment and document required for assignment Communicate and report effectively Response to risks and emergencies Assist person (s) being escorted | <p>Duty chart, first aid kit, route chart, torch, walkie-talkie, mobile, communication diagram, baton and other non-lethal weapons</p> |
| 12 | <p>Health and Safety</p> <p>Theory Duration (hh:mm) 18:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code MEP/ N7108</p> | <ul style="list-style-type: none"> Understand, follow and enforce organisational procedures and instructions on workplace health and safety Ensure health and safety of self and others Understand about risks, hazards, accidents and emergencies concerning life at workplace and their management and mitigation Understand details of floor plan, emergency exit, alarm, signage and fire-fighting equipment at workplace Maintain safety equipment Report malfunctioning of equipment Check and report about non-adherence of rules by workers and other stakeholders and give report Identify and use safety and personal protection equipment Understand and identify types and causes of fire Understand, identify and operate fire-fighting equipment and participate in training and drills Understand, identify and deal with medical emergencies occurring at workplace Render first-aid at workplace Participate in training and drills and evacuation of premises and casualties Keep hazards away from workplace Raise alarm and call for help from emergency service organisations | <p>Charts regarding health & hygiene, fire-fighting, first aid.</p> <p>First aid kit, stretcher, blanket, splints, etc.</p> <p>Fire-fighting – extinguishers, fire tray, hose reel, hose pipe assembly, sensor, smoke detector, fire alarm, sprinkler, fire axe, fire beater, fire bucket, etc</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|--|
| 13 | <p>Provide security in commercial and industrial deployments</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7109 & N7110</p> | <ul style="list-style-type: none"> Understand types and peculiarities of commercial and industrial deployments Follow organisational procedure and instructions Understand domain-specific risks and threats Provide guarding services at the commercial and industrial deployments Show desired behavioral standards while carrying out guarding duties | Charts of various commercial and industrial domains |
| 14 | <p>Image projection</p> <p>Theory Duration (hh:mm) 07:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7111</p> | <ul style="list-style-type: none"> Comply with organisation's standards of grooming and personal behaviour Wear organisation's uniform correctly and smartly Carry and use personal protection gear and equipment Observe organisation's 'Meet and Greet Procedure' Observe confidentiality as per organisational procedure Observe discipline and punctuality Communicate effectively and assertively | Male and female mannequins draped in security guard's uniform and accoutrements, personal protection gear. Communication equipment |
| | <p>Total Duration:</p> <p>Theory Duration 80:00</p> <p>Practical Duration 80:00</p> | <p>Unique Equipment Required:</p> <p>Security, safety, first aid, firefighting, communication equipment</p> | |

Grand Course Duration: 160 Hours 0 Minutes

(This syllabus/ curriculum has been approved by Management & Entrepreneurship and Professional Skills Council)

Trainer Prerequisites for Job role: “Unarmed Security Guard” mapped to Qualification Pack: “MEP/Q7101” Version 1.0

| Sr. No. | Area | Details |
|---------|--|--|
| 1 | Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “MEP/Q0102 Version 1.0”. |
| 2 | Personal Attributes | A Physical Security Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment and firearms. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions. |
| 3 | Minimum Educational Qualification | Class XII |
| 4a | Domain Certification | Certified for Job Role “Unarmed Security Guard” mapped to the Qualification Pack “MEP/Q7101” issued by MEPSC |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q0102” with scoring of minimum 70%. |
| 5 | Experience | As per the standards set by relevant SSC to practice in different industry sectors. |

Annexure: Assessment Criteria

| Assessment Criteria for Unarmed Security Guard | |
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| Job Role | Unarmed Security Guard |
| Qualification Pack | MEP/Q 7101 |
| Sector Skill Council | Management & Entrepreneurship and Professional Skills Council |

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS.
7. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment for the balance NOSs to pass the Qualification Pack.

| Compulsory NOS | | | | Marks Allocation | |
|--|---|--------------|-----------|------------------|------------------|
| Total Marks: 500 | | | | | |
| Assessment outcomes | Assessment Criteria for outcomes | Total Marks | Out of | Theory | Skills Practical |
| MEP/N7101 Perform security tasks in accordance with basic security practices | PC1. carry out assigned security duties in line with procedures and instructions | 47 | 8 | 4 | 4 |
| | PC2. respond to risks and threats as per organisational and legal protocols | | 5 | 2 | 3 |
| | PC3. respond and report about hazards and emergencies | | 5 | 2 | 3 |
| | PC4. report accurately and clearly, conveying relevant information as per organisational policies, procedures and templates | | 4 | 2 | 2 |
| | PC5. provide accurate information and access to premises, records and other resources to the police as per organisation protocol | | 7 | 3 | 4 |
| | PC6. identify rank by recognising the badge of rank of police and military personnel | | 6 | 2 | 4 |
| | PC7. identify various arms commonly used by the police and perpetrators | | 6 | 2 | 4 |
| | PC8. identify improvised explosive devices as per established protocol | | 6 | 2 | 4 |
| | | Total | 47 | 19 | 28 |
| MEP/N7102 Conform to regulatory and legal requirements governing security tasks | PC1. carry out tasks relevant to the role while complying with basic regulatory and legal provisions applicable to the role and tasks | 18 | 2 | 1 | 1 |
| | PC2. work within rules and regulations governing employment terms and conditions and discuss the same with employer where required | | 2 | 1 | 1 |
| | PC3. obtain clarity in case of lack of understanding from the appropriate source | | 3 | 1 | 2 |
| | PC4. note offences and security violations and report to superiors/ police | | 5 | 2 | 3 |
| | PC5. provide information, access and materials for investigations by following organisational and legal protocols while dealing with police, seniors, media and other authorities, within limits of own authority | | 3 | 1 | 2 |
| | PC6. give evidence accurately and clearly, when required, in court | | 3 | 1 | 2 |
| | | Total | 18 | 7 | 11 |
| MEP/N7103 Provide | PC1. familiarise oneself with the area of one's responsibility | 83 | 3 | 1 | 2 |

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| private guarding service to people, property and premises | PC2. guard people, property and premises as per site instructions | | 4 | 1 | 3 |
| | PC3. identify various categories of people who need guarding | | 3 | 1 | 2 |
| | PC4. identify various types of property that needs security | | 4 | 1 | 3 |
| | PC5. restate work instructions received at briefings clearly, stating expectations of performance accurately, and ask clarifying questions where unclear | | 3 | 1 | 2 |
| | PC6. carry out guarding and observation tasks attentively and effectively | | 5 | 1 | 3 |
| | PC7. identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively | | 4 | 1 | 3 |
| | PC8. patrol designated premises effectively as per instructions | | 6 | 3 | 3 |
| | PC9. use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively | | 6 | 2 | 4 |
| | PC10. report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately | | 6 | 2 | 4 |
| | PC11. maintain basic security registers and records accurately, in an up-to-date and timely manner | | 5 | 2 | 3 |
| | PC12. carry out required searches of premises and properties as per instructions | | 5 | 2 | 3 |
| | PC13. caution others in a timely and effective manner and report risks, threats and hazards during the search | | 5 | 2 | 3 |
| | PC14. liaise with other authorised search parties in the premises effectively | | 4 | 2 | 2 |
| | PC15. detain suspect(s) during the search as per organisational and legal guidelines and procedures and report to superior immediately | | 5 | 2 | 3 |
| | PC16. prevent tampering of evidence and reports by taking necessary precautions | | 5 | 2 | 3 |
| | PC17. maintain personal safety at all times when at work | | 5 | 2 | 3 |
| | PC18. maintain constant communication during search with relevant authorities and seniors | | 5 | 2 | 3 |
| | PC19. report incident details to superiors in an accurate and timely manner, communicating all relevant details | | 5 | 2 | 3 |
| | | | Total | 83 | 33 |
| MEP/N7104 Control access to the | PC1. carry out access control procedures in the premises with or without use of equipment as per organisational standards | 35 | 1 | 1 | 0 |

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|-------------------|--|---|---|---|
| assigned premises | PC2. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises | 2 | 1 | 1 |
| | PC3. check and prevent entry to and exit of people/ vehicles/ material without valid authorisation | 2 | 1 | 1 |
| | PC4. direct visitors to designated areas for waiting and inform concerned staff/ department promptly | 1 | 0 | 1 |
| | PC5. prepare passes/ permits accurately for people/ vehicles entering the premises | 2 | 1 | 1 |
| | PC6. collect passes/ permits from people/ vehicles exiting the premises and confirm authenticity and validity | 1 | 0 | 1 |
| | PC7. check relevant documents for movement of goods/ materials for accuracy of all necessary details and validity | 2 | 1 | 1 |
| | PC8. inform concerned department on arrival of relevant consignments with necessary detail and instructions | 1 | 0 | 1 |
| | PC9. handle different situations faced during access control operations effectively, minimising risk and damage and as per organisational procedures | 2 | 1 | 1 |
| | PC10. update and maintain relevant security registers as per instructions and organisational procedure | 3 | 2 | 1 |
| | PC11. report irregularities to superior clearly, with necessary detail, and in a timely manner | 1 | 0 | 1 |
| | PC12. operate access control equipment in accordance with organisational procedures and manufacturer's instructions | 3 | 1 | 2 |
| | PC13. check and report functioning/ malfunctioning of access control equipment to relevant authority as per organisation procedures | 2 | 1 | 1 |
| | PC14. identify and interpret signals from access control equipment correctly and respond as per organisational procedures respectively | 2 | 1 | 1 |
| | PC15. carry out access control operations manually in case of equipment breakdown, ensuring safety and security, while minimising dissatisfaction and discomfort | 1 | 0 | 1 |
| | PC16. receive postal mail and couriers after office hours, when assigned, as per organisational procedures, safely and record details accurately | 3 | 1 | 2 |
| | PC17. report about delivery of suspicious package/s to supervisor/manager in a timely manner and follow organisational procedure, minimising risks | 3 | 1 | 2 |

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| | PC18. secure and store letters and packages as per organisational procedures | | 2 | 1 | 1 |
| | PC19. deliver letters and packages to the designated person as per organisational procedures | | 1 | 0 | 1 |
| | | Total | 35 | 14 | 21 |
| MEP/N7105 Carry out screening and search activities to maintain security | PC1. screen and search people/ vehicle/ material seeking to enter/ exit from the premises as per relevant organisational procedures | 41 | 3 | 1 | 2 |
| | PC2. organise queues to manage people at the screening and search point effectively | | 3 | 2 | 1 |
| | PC3. respond effectively, within limits of authority and as per organisational procedures, to situations arising during screening and search | | 3 | 2 | 1 |
| | PC4. carry out screening and search operations manually or with equipment, efficiently, minimising risks and as per organisational procedures | | 4 | 1 | 3 |
| | PC5. report irregularities to superior in a timely, accurate and effective manner with necessary relevant details | | 3 | 1 | 2 |
| | PC6. maintain personal safety during screening and search operations | | 3 | 1 | 2 |
| | PC7. carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times | | 3 | 1 | 2 |
| | PC8. segregate and isolate person or persons violating laid down procedures safely and effectively, with minimum disturbance | | 2 | 0 | 2 |
| | PC9. segregate and isolate material containing prohibited/ unauthorised items | | 2 | 1 | 1 |
| | PC10. carry out screening and search operations using provided equipment as per laid down procedures | | 3 | 1 | 2 |
| | PC11. carry out physical search of vehicle as per laid down procedures | | 3 | 1 | 2 |
| | PC12. segregate and isolate suspected vehicle for detailed search | | 2 | 1 | 1 |
| | PC13. operate provided equipment in line with organisation's instructions | | 2 | 1 | 1 |
| | PC14. report malfunctioning of equipment to superior in a timely manner, providing relevant detail, using laid down procedures | | 3 | 1 | 2 |
| | PC15. spot attempts of people trying to defeat the process/ equipment each time, avoiding possible | | 2 | 1 | 1 |

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| | distractions | | | | |
| | | Total | 41 | 16 | 25 |
| MEP/N7106 Control parking in designated areas | PC1. identify different types of parking areas and all entry and exit routes to available parking areas | 29 | 4 | 2 | 2 |
| | PC2. check prevailing conditions within the parking areas that impact operations, safety and security, and list anticipated consequences of these | | 3 | 2 | 1 |
| | PC3. ensure correct positioning of signage for guiding drivers | | 3 | 1 | 2 |
| | PC4. guide drivers to the available parking areas correctly | | 3 | 1 | 2 |
| | PC5. use protective gear at all times while carrying out parking duties as per company provision and guidelines | | 3 | 1 | 2 |
| | PC6. ensure drivers leave the area after parking as per laid down instructions | | 1 | 0 | 1 |
| | PC7. identify and respond to irregular situations in accordance with organisation's procedures and guidelines | | 3 | 1 | 2 |
| | PC8. call for timely assistance from relevant personnel and take preventive steps to minimise risks and damage | | 2 | 1 | 1 |
| | PC9. report irregular situations immediately to superior with all necessary details | | 2 | 1 | 1 |
| | PC10. report hazards and defects to superior as per organisational procedure | | 1 | 0 | 1 |
| | PC11. respond as per organisational procedure on spotting hazards, and parking conditions that may increase risks | | 2 | 1 | 1 |
| | PC12. ensure own safety at work at all times | | 2 | 1 | 1 |
| | | Total | 29 | 12 | 17 |
| MEP/N7107 Provide security escort | PC1. list relevant tasks and instructions received during briefing related to the vehicular security escort duty from superior | 29 | 6 | 2 | 4 |
| | PC2. ascertain suitability and readiness of driver and vehicle for use during the escort duty | | 3 | 2 | 1 |
| | PC3. ensure necessary equipment and aids are carried during escort duty | | 5 | 2 | 3 |
| | PC4. maintain communication with control room or supervisor as per instructions | | 3 | 1 | 2 |
| | PC5. carry documents relevant to escort duty as per instructions | | 2 | 1 | 1 |
| | PC6. respond to risks as per organisation procedures, | | 4 | 2 | 2 |

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|---|---|--------------|-----------|-----------|-----------|
| | within limits of authority | | | | |
| | PC7. communicate and seek assistance in a timely manner, as per organisation protocols | | 3 | 1 | 2 |
| | PC8. provide necessary information and support to the person/s being escorted as per limits of authority and instructions | | 3 | 1 | 2 |
| | | Total | 29 | 12 | 17 |
| MEP/N7108 Maintain health and safety | PC1. carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority | 77 | 4 | 2 | 2 |
| | 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 | | 4 | 2 | 2 |
| | PC3. wear personal safety gear and clothing as per organisational procedure | | 5 | 2 | 3 |
| | PC4. check violators of defined safety and security instructions and report violations | | 3 | 2 | 1 |
| | PC5. report to superiors and emergency service organisations for assistance in the event of emergencies | | 4 | 2 | 2 |
| | PC6. perform physical exercises and activities (commensurate with age) regularly | | 3 | 1 | 2 |
| | PC7. maintain good personal hygiene and habits as per organisational and professional standards | | 5 | 2 | 3 |
| | PC8. maintain own professional standards at work by avoiding alcohol, tobacco, drugs and other intoxicants | | 5 | 2 | 3 |
| | PC9. follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV | | 5 | 2 | 3 |
| | PC10. identify and report fire hazards in a timely and accurate manner | | 14 | 5 | 9 |
| | PC11. carry out fire-fighting in line with organisational training and procedures | | 4 | 2 | 2 |
| | PC12. report fire incidents to superiors and emergency service organisations in a timely and effective manner as per organisation procedures | | 4 | 1 | 3 |
| | PC13. carry out evacuation of casualty and premises tasks as per organisational procedures, within limits of authority | | 12 | 5 | 7 |
| | 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 | | 5 | 1 | 4 |

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|---|---|--------------|-----------|-----------|-----------|
| | correctly | | | | |
| | | Total | 77 | 31 | 46 |
| MEP/N7109 Perform security tasks in commercial deployments | PC1. carry out security duties as per organisation's procedures and instructions | 41 | 4 | 2 | 2 |
| | PC2. respond to domain-specific risks and threats as per organisational standards, within limits of authority | | 6 | 3 | 3 |
| | PC3. operate security equipment correctly and effectively, as per manufacturer's instructions | | 6 | 2 | 4 |
| | PC4. communicate clearly and effectively with all stakeholders at work | | 6 | 2 | 4 |
| | PC5. follow good behavioural standards | | 6 | 2 | 4 |
| | PC6. maintain security registers accurately and up-to-date as per organisational procedure | | 7 | 3 | 4 |
| | PC7. report incidents to superiors accurately and in a timely manner as per organisational procedures | | 6 | 2 | 4 |
| | | Total | 41 | 16 | 25 |
| MEP/N7110 Perform security task in industrial deployments | PC1. carry out security duties as per organisation's procedures and instructions | 41 | 4 | 2 | 2 |
| | PC2. respond to domain-specific risks and threats as per organisational standards, within limits of authority | | 6 | 3 | 3 |
| | PC3. operate security equipment correctly and effectively, as per manufacturer's instructions | | 6 | 2 | 4 |
| | PC4. communicate clearly and effectively with all stakeholders at work | | 6 | 2 | 4 |
| | PC5. follow good behavioural standards | | 6 | 2 | 4 |
| | PC6. maintain security registers accurately and up-to-date as per organisational procedure | | 7 | 3 | 4 |
| | PC7. report incidents to superiors accurately and in a timely manner as per organisational procedures | | 6 | 2 | 4 |
| | | Total | 41 | 16 | 25 |
| MEP/N7111 Project positive image of self and the organisation | PC1. maintain good health, personal hygiene & sanitation by following good grooming and hygiene practices | 59 | 5 | 2 | 3 |
| | PC2. maintain a professional appearance by following organisation's standards of grooming and personal behaviour | | 6 | 2 | 4 |
| | PC3. abstain from using or being under the influence of intoxicants at work at all times (alcohol, tobacco and drugs) | | 5 | 2 | 3 |
| | PC4. wear organisation's uniform with name tag correctly and neatly | | 7 | 2 | 5 |

| | | | | | |
|--|---|--------------------|------------|------------|------------|
| | PC5. wear, carry and use personal protection gear and equipment at all times at work | | 8 | 4 | 4 |
| | PC6. demonstrate good team work practices at work at all times | | 7 | 2 | 5 |
| | PC7. adhere to organisation's 'Meet and Greet Procedure' when interacting with others at the workplace | | 5 | 3 | 2 |
| | PC8. maintain decorum of the workplace and professional standards by following organisational standards with respect to discipline and timeliness | | 4 | 2 | 2 |
| | PC9. carry out assigned tasks and duties as per instructions and organisational standards | | 4 | 2 | 2 |
| | PC10. maintain confidentiality of information as per organisational and professional standards | | 4 | 2 | 2 |
| | PC11.co-operate with team members | | 4 | 1 | 3 |
| | | Total | 59 | 24 | 35 |
| | | Grand Total | 500 | 200 | 300 |