

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

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- Unarmed Security Guard

SECTOR: PRIVATE SECURITY

SUB-SECTOR: 1. Commercial, 2. Industrial

OCCUPATION: Guarding

REFERENCE ID: SSS/Q0101

ALIGNED TO: NCO – 9152.30

An **Unarmed Security Guard** in the Private Security Sector form the first level of defence, who notices and encounters threats and risks that are detrimental to life, property and premises. Unarmed Security Guard is responsible for monitoring premises and property through physical presence and by using security and protection systems.

Brief Job Description: The primary role of the Unarmed Security Guard entails guarding designated premises and people by manning the first tier of protection aided by appropriate security devices/equipment. The core responsibility includes guarding against theft, criminal acts, emergencies, fire and other contingencies.

Personal Attributes: An Unarmed Security Guard needs to bear a good moral character, pleasing deportment, healthy habits and good grooming in addition to being physically fit, mentally robust, intelligent, committed and proficient. The role requires effective communication. The Guard's presence needs to generate confidence in perilous situations.



Job Details

Qualifications Pack Code	SSS/Q0101		
Job Role	Unarmed Security Guard *National		
Credits (NSQF)	TBD	Version Number	1.0
Sector	Private Security	Drafted on	20/02/2013
Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016
NSQC Clearance on	16/05/2015		

Job Role	Unarmed Security Guard
Role Description	To guard designated premises and people by manning the first tier of protection aided by appropriate security devices/ equipment. The core responsibility includes guarding against theft, criminal acts, emergencies, fire and other contingencies.
NSQF level	IV
Minimum Educational Qualifications*	VIII
Maximum Educational Qualifications*	Not Applicable
Training	160 hours of training according to Private Security Agencies (Regulation) Act-2005 requirements
Minimum Job Entry Age	18 years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory: Click on the hyperlink to read/download the required NOS</p> <ol style="list-style-type: none"> SSS/N0101 - Security tasks in accordance with basic security practices SSS/N0102 - Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks SSS/N0103 - Provide private guarding service to people, property and premises SSS/N0104 - Control access to the assigned premises SSS/N0105 - Carry out screening and search activities to maintain security SSS/N0106 - Control parking in designated areas SSS/N0107 - Security escort SSS/N0108 - Health and safety SSS/N0109 - Security in commercial deployments SSS/N0110 - Security in industrial deployments SSS/N0111 - Positive projection of self and the organisation <p>Optional: N.A.</p>
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
	BSF	Border Security Force
	CISF	Central Industrial Security Force
	CRPF	Central Reserve Police Force
	NOS	National Occupational Standard(s)
	NSQF	National Skills Qualifications Framework
	OS	Occupational Standard(s)
	PSARA	The Private Security Agencies Regulation Act 2005
	QP	Qualifications Pack
	RPF	Railway Protection Force



SSS/N0101

Security tasks in accordance with basic security practices

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for an Unarmed Security Guard in carrying out tasks in line with basic security practices.



SSS/N0101

Security tasks in accordance with basic security practices

National Occupational Standard	Unit Code	SSS /N 0101
	Unit Title (Task)	Security tasks in accordance with basic security practices
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for an Unarmed Security Guard in carrying out tasks in line with basic security practices.
	Scope	<p>This unit/task covers the following:</p> <p>Risks and Threats:</p> <ul style="list-style-type: none"> • Unauthorised entry and trespass • Aggressive and drunken behaviour • Loitering and littering • Eve teasing and molestation • Robbery, theft, pilferage and shoplifting • Violence and assault • Murder and suicide • Kidnapping • Public demonstration, labour unrest and crowd control <p>Security Organisations:</p> <ul style="list-style-type: none"> • Armed Forces – Army, Navy, Air Force • Central Armed Police Forces – CISF, CRPF, BSF, RPF • Civil Police <p>Private Security Sector:</p> <ul style="list-style-type: none"> • Commercial and industrial domains <p>Hazards/Disasters and Emergencies:</p> <ul style="list-style-type: none"> • Hazards/ Disasters – Floods, storms, earthquake, fire incidents, accidents, industrial accidents, building collapse • Emergencies – Medical emergencies, emergencies arising due to disasters, crime and accidents • Organisations - Dealing with Hazards/ Disasters and Emergencies <p>Role – Private Security Sector:</p> <ul style="list-style-type: none"> • To provide guarding services to society, commerce and industry • To assist law enforcement agencies <p>Weapons and Firearms:</p> <ul style="list-style-type: none"> • Gun, rifle, pistol, revolver • Bomb, grenade, improvised explosive device, explosive material • Knife, sword, spear, baton, lathi
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	



SSS/N0101

Security tasks in accordance with basic security practices

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 arms in use in public and police PC7. identify improvised explosive devices
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Private Security Agencies (Regulation) Act – 2005 and organisational procedures KA2. reporting system within your organization and workplace
B. Technical 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 domains of private security sector KB6. role of private security sector KB7. types of hazards/ disaster and emergencies KB8. different types of arms in use in public and police KB9. improvised explosive devices KB10. badges of rank in police and military
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read sinages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. speak clearly and emphatically



SSS/N0101

Security tasks in accordance with basic security practices

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

NOS Version Control

NOS Code	SSS/N0101		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

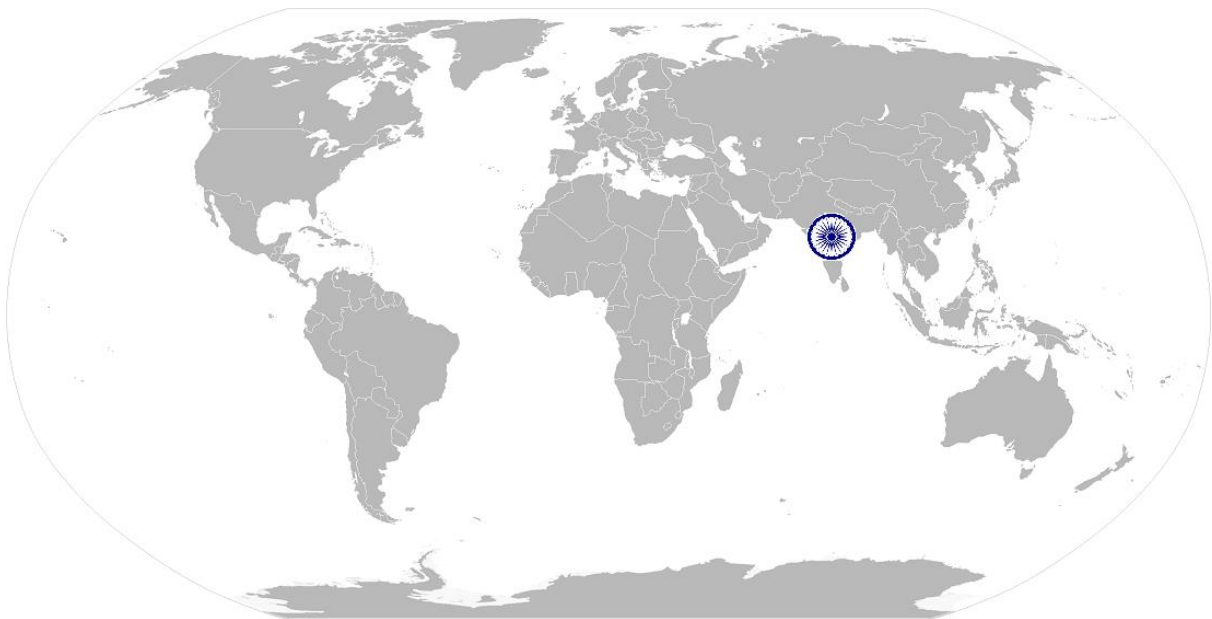
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SSS/N0102

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

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.



SSS/N0102

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

National Occupational Standard

Unit Code	SSS/N0102
Unit Title (Task)	Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities related to legal requirements to be conformed to while undertaking security tasks.
Scope	<p>This unit/task covers the following:</p> <p>Legal provisions: (Applicable sections only)</p> <p>The Indian Penal Code, 1860:</p> <ul style="list-style-type: none"> • Right to private defence • Important property & bodily offences and their punishments • Important cognisable and non-cognisable offences <p>The Code of Criminal Procedure, 1973:</p> <ul style="list-style-type: none"> • Aid to magistrate and police • Public to inform on certain offences • Arrest by private person and procedure on such arrest • No unnecessary restraint/ detention • Lodging of complaint and first information report with police • Summons and warrants <p>The Arms Act, 1959: Human Rights Act – 1993: Explosive Act, 1884 and The Explosive substances Act, 1908: Private Security Agencies Regulation Act – 2005: The Private Security Agencies Central Model Rules – 2006:</p> <ul style="list-style-type: none"> • Para 4 - Verification • Para 5 – Security training • Para 6 – Physical standards • Para 15– Photo identity card • Para 16– Miscellaneous <p>Employees' Provident Fund: Employee's State Insurance Act, 1948: Employees Pension Scheme, 1995: Minimum Wages Act, 1948 and Central Rules, 1950:</p> <ul style="list-style-type: none"> • Working hours, wages and leave
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out security duties with in basic legal provisions	To be competent, the user/individual on the job must be able to: PC1. comply with basic legal provisions applicable to your role and tasks PC2. obtain clarity in case of lack of understanding PC3. take cognisance of offences and report to superiors/ police PC4. cooperate in investigations PC5. give evidence in court, if required by law
Knowledge and Understanding (K)	



SSS/N0102

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

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. responsibilities and limitations of your role KA2. concerned personnel to be contacted for necessary clarifications KA3. procedures to be followed in situations having legal implications</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Reporting and recording of events KB2. Procedure for co-operating with investigations KB3. Difference between legal and illegal activities KB4. Legal implication of your role and tasks KB5. Assisting in lodging of complaints and first information report KB6. Method of giving evidence in court</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. write a complaint/ statement SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read sinages and notices SA9. read documents before signing</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from investigators SA14. raise alarm/ make announcement/ speak over phone/ radio</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions regarding security and emergency situations in line with legal provisions</p> <p>Plan and Organize</p>



SSS/N0102

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

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

NOS Version Control

NOS Code	SSS/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial 3. Personal Protection	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

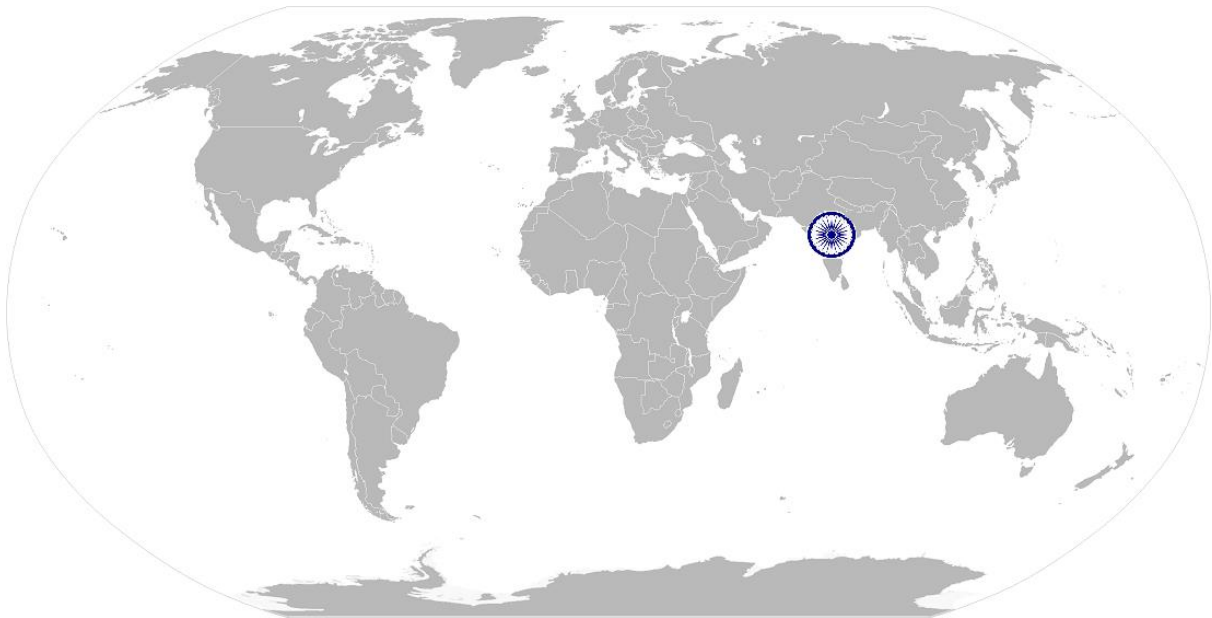
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SSS/N0103

Provide private guarding service to people, property and premises

National Occupational Standard



Overview

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



SSS/N0103

Provide private guarding service to people, property and premises

National Occupational Standard

Unit Code	SSS/N0103
Unit Title (Task)	Provide private guarding service to people, property and premises
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities while providing security to people, property and premises.
Scope	<p>This unit/task covers the following:</p> <p>People, property and premises:</p> <ul style="list-style-type: none"> • people who may enter or exit from the premises -staff, residents, workers, visitors, officials, vendors, service providers, public • property- movable and immovable; secured and unsecured • premises – walled, fenced, gated, covered, open, guarded, unguarded, watch tower <p>Guarding and observation:</p> <ul style="list-style-type: none"> • assume charge of a designated post • observe activities in the area of responsibility by day or night <p>Patrolling:</p> <ul style="list-style-type: none"> • type of patrol, preparation, composition and briefing • means of movement and equipment <p>Security equipment:</p> <ul style="list-style-type: none"> • for surveillance, screening and search, communication, safety <p>Risks, threats and hazards:</p> <ul style="list-style-type: none"> • situations arising from various crimes, incidents, accidents, emergencies and natural or manmade causes <p>Security breaches:</p> <ul style="list-style-type: none"> • intrusion, trespass, violence and crime against people, property and premises <p>Effective communication:</p> <ul style="list-style-type: none"> • written and spoken language skills • use of telephone, mobile and walkie-talkie • ability to communicate with visitors, employees, team members and superiors <p>Objects/ Items:</p> <ul style="list-style-type: none"> • weapons, objects/ items relating to victims/ criminals <p>Emergencies:</p> <ul style="list-style-type: none"> • accidents, medical and fire incident <p>Documents:</p> <ul style="list-style-type: none"> • for people, vehicle, material, incident reporting and other forms and formats <p>Reporting:</p> <ul style="list-style-type: none"> • routine and emergency reporting to colleagues, seniors, police, emergency services • reporting verbally/ in writing or over telephone/ mobile/ walkie-talkie
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria



SSS/N0103

Provide private 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 required searches as per instructions PC2. caution and report risks, threats and hazards during the search PC3. liaise with other search parties in the premises PC4. detain suspect(s) during the search and report to superior PC5. prevent tampering of evidence and report PC6. maintain personal safety PC7. maintain communication during search PC8. report incident details to superiors
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. general awareness of 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 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 security equipment KB4. use of communication equipment
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA1. write at least in one vernacular language
	Reading Skills
The user/individual on the job needs to know and understand how to: SA5. read and assimilate organizational procedures and instructions, as applicable SA6. read identity papers and passes SA7. read signs and notices	



SSS/N0103

Provide private guarding service to people, property and premises

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



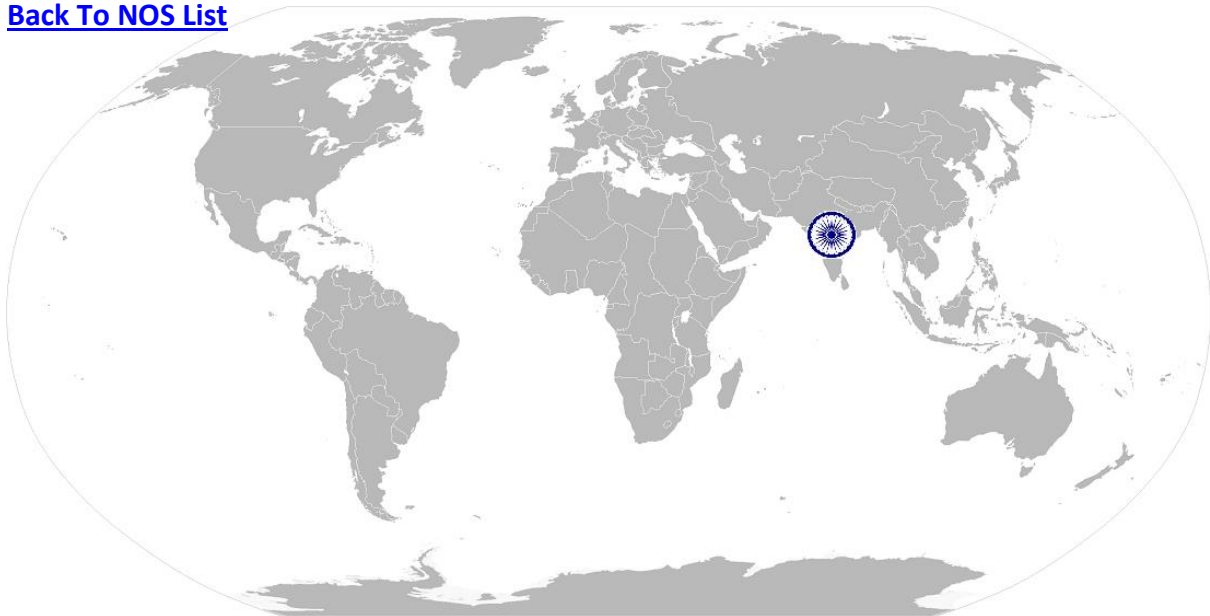
SSS/N0103

Provide private guarding service to people, property and premises

NOS Version Control

NOS Code	SSS/N 0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

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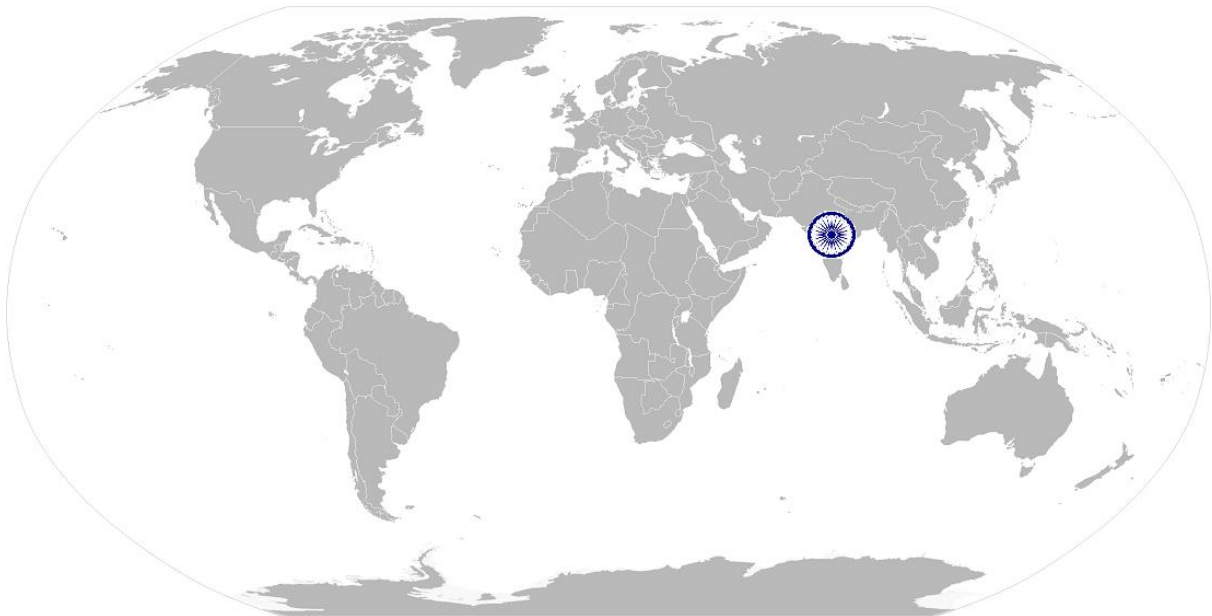




SSS/ N0104

Control access to the assigned premises

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out access control to the assigned premises, manually or assisted by equipment in line with organisational procedures and guidelines.



SSS/ N0104

Control access to the assigned premises

National Occupational Standard

Unit Code	SSS/N0104
Unit Title (Task)	Control access to the assigned premises
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out access control to the assigned premises, manually or assisted by equipment in line with organisational procedures and guidelines.
Scope	<p>This unit/task covers the following:</p> <p>Category of people and vehicles:</p> <ul style="list-style-type: none"> Employee – staff, permanent, temporary, contract, support staff, intern/ apprentices and trainees Visitors– customers, vendors , regulatory officials, union, community leaders and public Vehicles – light, heavy & specialist vehicles of company, employees, visitors, essential & emergency services and government officials <p>Personal identification and authorisation documents:</p> <ul style="list-style-type: none"> employees identity card, temporary identity card, entry permit and visitors' pass, vehicle register <p>Documents for material movement:</p> <ul style="list-style-type: none"> gate pass (returnable and non-returnable), invoice, purchase order, delivery challan, any other authorisation regarding movement of stores and machinery <p>Situations faced during access control operations:</p> <ul style="list-style-type: none"> identification documents, passes and permits – lost, expired, defaced, forged and unauthorised surreptitious entry, impersonation, forced entry, tailing, queue and crowd and aggressive behaviour vehicular traffic, communication, visitors expecting/ demanding preferential treatment <p>Designated authorities for reporting: immediate superior</p> <p>Access control equipment:</p> <ul style="list-style-type: none"> personnel access control equipment - wall, fence, gates, barriers, turnstile, locks, electronic systems – access card, biometrics and attendance recorder vehicle access control equipment - boom barrier, spikes, road blockers, bollards, surface barrier <p>Postal mail and couriers:</p> <ul style="list-style-type: none"> letters, parcels, Fax messages, hand-delivered notes suspicious packages
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Performance Criteria for the unit	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisational procedures related to access control in the premises with or without use of equipment</p>



SSS/ N0104

Control access to the assigned premises

<p>Control entry and exit from premises</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises</p> <p>PC2. check and prevent entry to and exit of people/ vehicles/ material without valid authorisation</p> <p>PC3. direct visitors to designated areas and inform concerned staff/ department</p> <p>PC4. prepare passes/ permits for people/ vehicles entering the premises</p> <p>PC5. collect passes/ permits from people/ vehicles exiting the premises</p> <p>PC6. check relevant documents for movement of goods/ materials</p> <p>PC7. inform concerned department on arrival of consignments</p> <p>PC8. handle different situations faced during access control operations</p> <p>PC9. maintain basic security registers as per instructions</p> <p>PC10. report irregularities to superior</p>
<p>Use access control equipment</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. operate access control equipment in accordance with laid down procedures</p> <p>PC2. check and report functioning/ malfunctioning of access control equipment</p> <p>PC3. respond to signals from access control equipment</p> <p>PC4. carry out access control operations manually in case of a breakdown</p>
<p>Handle postal mail and couriers</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive postal mail and couriers after office hours, if assigned</p> <p>PC2. report about delivery of suspicious package/s</p> <p>PC3. secure and store letters and packages as per procedures</p> <p>PC4. deliver letters and packages to the designated person</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisational procedures related to access control operations</p> <p>KA2. reporting procedure</p> <p>KA3. people debarred entry</p> <p>KA4. types of identity/ authorisation documents carried by people, vehicle and material seeking entry/ exit</p> <p>KA5. areas within the premises having restricted/ controlled entry</p> <p>KA6. procedure for receipt of postal mail and couriers after office hours, if assigned</p> <p>KA7. actions to be taken in case of delivery of suspicious letter/ package</p> <p>KA8. securing and storage of letter and packages received</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. modus operandi of people/ criminals for gaining entry/exit from the premises</p> <p>KB2. basic knowledge of access control equipment installed in the premises</p> <p>KB3. capability and limitations of the access control equipment in use</p> <p>KB4. common faults occurring in the access control equipment</p> <p>KB5. procedure for carrying out access control operations manually</p> <p>KB6. how to read and write</p> <p>KB7. about suspicious letters and packages</p>
<p>Skills (S)</p>	



SSS/ N0104

Control access to the assigned premises

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



SSS/ N0104

Control access to the assigned premises

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

NOS Version Control

NOS Code	SSS/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

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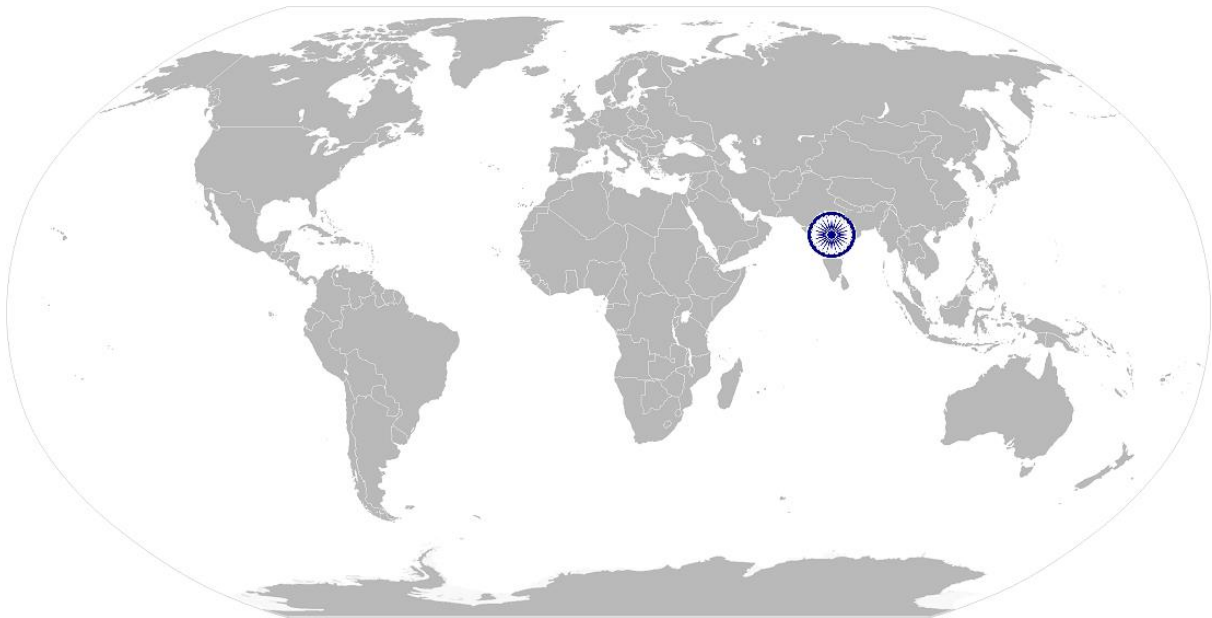




SSS/N0105

Carry out screening and search activities to maintain security

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out screening and search of people, baggage and vehicle at assigned premises, manually or assisted by provided equipment in line with organisational procedures and guidelines.



SSS/N0105

Carry out screening and search activities to maintain security

National Occupational Standard

Unit Code	SSS/N0105
Unit Title (Task)	Carry out screening and search activities to maintain security
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out screening and search of people, baggage and vehicle at assigned premises, manually or assisted by provided equipment in line with organisational procedures and guidelines.
Scope	<p>This unit/task covers the following:</p> <p>Organisational procedure:</p> <ul style="list-style-type: none"> on search and screening in case of refusal from visitor to undergo search on people's right to privacy and gender sensitivity during search <p>Prohibited items:</p> <ul style="list-style-type: none"> weapons, firearms, ammunition, explosive, firecrackers, inflammable materials and gases any other item that is prohibited by the government or organisation <p>Unauthorised items:</p> <ul style="list-style-type: none"> organisation's property any other item specified by the organisation <p>Screening and search equipment:</p> <ul style="list-style-type: none"> metal detectors – handheld, door frame (stationery and portable) scanners – body, baggage/ cargo and vehicle under vehicle inspection mirror any other equipment provided by organisation <p>Sensitivities involved:</p> <ul style="list-style-type: none"> religious, cultural, privacy, gender and status <p>Potential risks and threats:</p> <ul style="list-style-type: none"> aggressive behaviour by person being searched or people denied entry/ exit violent behaviour by person(s) from whom prohibited/ unauthorised items have been detected shooting by cornered criminals/ miscreants at the search point
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Performance Criteria for the unit	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisational procedures with respect to screening and search of people/ vehicle/ material seeking to enter/ exit from the premises</p> <p>PC2. organise queue to manage people at the screening and search point</p> <p>PC3. respond to situations arising during screening and search</p> <p>PC4. carry out screening and search manually/ with equipment</p> <p>PC5. report irregularities to superior</p> <p>PC6. maintain personal safety during screening and search</p>



SSS/N0105

Carry out screening and search activities to maintain security

<p>Carry out screening and search on people and material passing through the area of control</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity</p> <p>PC2. segregate persons violating laid down procedures</p> <p>PC3. segregate material containing prohibited/ unauthorised items</p>
<p>Carry out screening and search on vehicles passing through the area of control</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. carry out screening and search using provided equipment</p> <p>PC2. carry out physical search of vehicle as per laid down procedures</p> <p>PC3. segregate suspected vehicle for detailed search</p>
<p>Use screening and search equipment</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. operate provided equipment in line with organisation's instructions</p> <p>PC2. report malfunctioning of equipment to superior</p> <p>PC3. be vigilant of people trying to defeat the process/ equipment</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisational instructions and procedures for screening and search</p> <p>KA2. organisation's reporting procedure</p> <p>KA3. unauthorised/ prohibited items</p> <p>KA4. persons exempted from search</p> <p>KA5. response in case of specific situations</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. capabilities and limitations of screening and search equipment</p> <p>KB2. common faults occurring in the screening and search equipment</p> <p>KB3. understanding of signals emanating from equipment</p> <p>KB4. items that cannot be put through screening and search equipment</p> <p>KB5. procedure for checking the vehicle in a systematic manner</p> <p>KB6. common methods and techniques adopted by people to defeat the screening and search equipment</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>
	<p>Reading Skills</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p> <p>SA7. read identity papers and passes</p>	



SSS/N0105

Carry out screening and search activities to maintain security

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



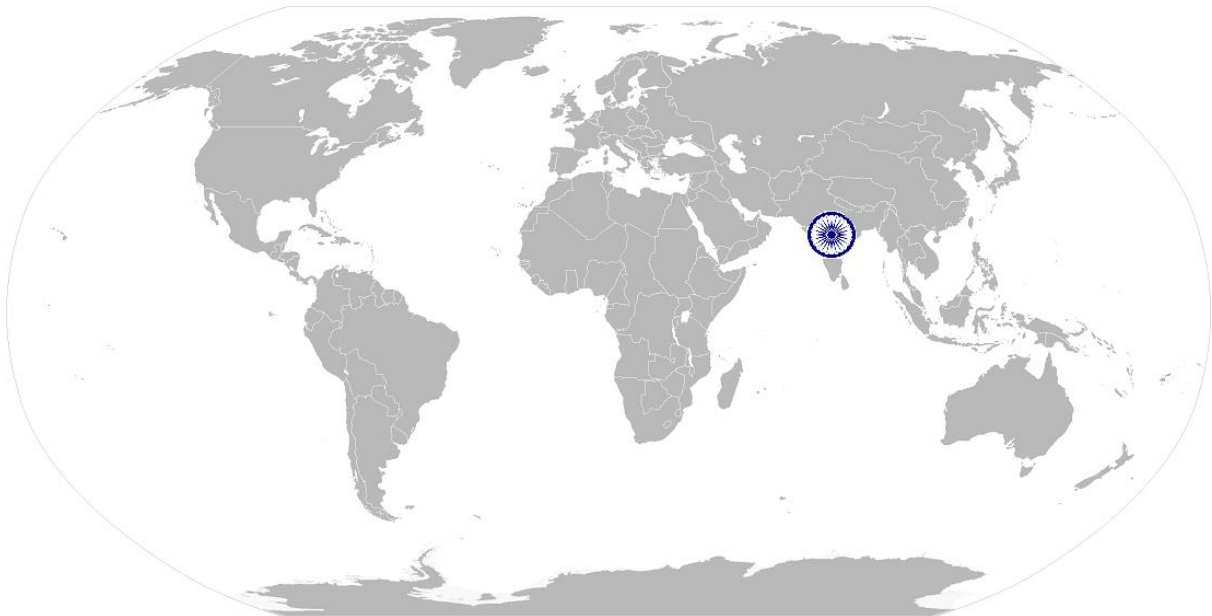
SSS/N0105

Carry out screening and search activities to maintain security

NOS Version Control

NOS Code	SSS/N0105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

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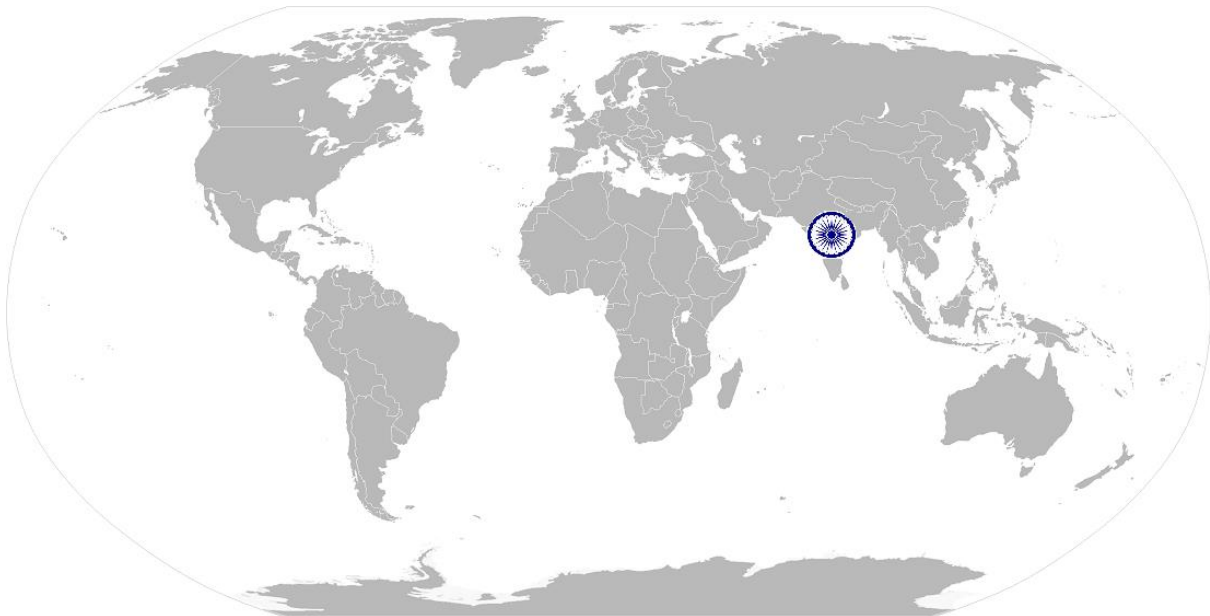




SSS/N0106

Control parking in designated areas

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required of an Unarmed Security Guard for controlling parking in a designated area.



SSS/N0106

Control parking in designated areas

National Occupational Standard	Unit Code	SSS/N0106
	Unit Title (Task)	Control parking in designated areas
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required of an Unarmed Security Guard for controlling parking in a designated area
	Scope	<p>This unit/task covers the following:</p> <p>Parking areas:</p> <ul style="list-style-type: none"> open parking, covered parking multi-level car parking assisted by car parking technology <p>Parking conditions:</p> <ul style="list-style-type: none"> surface and traffic conditions visibility and lighting <p>Layout and traffic plan:</p> <ul style="list-style-type: none"> traffic plan – entry/ exit , search & screening points, ticketing, routes, waiting areas, traffic flow, alternate and emergency routes parking – parking areas with capacity <p>Irregular situations:</p> <ul style="list-style-type: none"> traffic congestion, accidents, vehicles violating instructions, unsecured vehicles, wrongly parked vehicles, vehicle alarms, abandoned vehicles, vehicle on fire, children and animals left in the vehicles, vehicles/ persons carrying prohibited items, person/s likely to misuse parking area for prohibited activity, persons behaving suspiciously/ aggressively <p>Assistance:</p> <ul style="list-style-type: none"> security team, sub-unit and superiors <p>Hazards and defects:</p> <ul style="list-style-type: none"> missing/ damaged lighting, signage and defaced markings defective access control barrier/ equipment electrical short circuits, power failure, spillages of fuels/ liquids and dangerous surfaces <p>Equipment:</p> <ul style="list-style-type: none"> barriers, personnel & vehicle search, lighting and alarms and sensors screening & access control card readers, ticketing & revenue collection machines <p>Category of vehicles:</p> <ul style="list-style-type: none"> private/ commercial - cars, jeeps, SUVs, vans, goods vehicles two/ three wheelers.
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	



SSS/N0106

Control parking in designated areas

Conduct parking in designated areas	To be competent, the user/individual on the job must be able to: PC1. identify entry and exit routes to available parking areas PC2. check prevailing conditions within the parking areas PC3. observe correct positioning of signage for guiding drivers PC4. guide drivers to the available parking areas PC5. use provided traffic and protective gear PC6. ensure drivers leave the area after parking as per laid down instructions
Deal with irregularities in parking areas	To be competent, the user/individual on the job must be able to: PC1. identify and respond to irregular situations in accordance with organisation's procedures and guidelines PC2. call for assistance and take preventive steps PC3. report irregular situations immediately to superior
Monitor hazards and conditions of parking areas	To be competent, the user/individual on the job must be able to: PC1. report hazards and defects to superior PC2. respond as per organisational procedure PC3. ensure own safety
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. organisational procedures on parking KA2. incident reporting procedure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. layout and traffic plan of the parking areas KB2. suitability of prevailing conditions for parking KB3. traffic control and protective gear KB4. traffic signals, signage and markings KB5. irregular situations arising during parking KB6. procedures for dealing with irregular situations KB7. category of vehicles KB8. use of communication equipment
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills



SSS/N0106

Control parking in designated areas

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA6. write at least in one vernacular language</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. read and assimilate organizational procedures and instructions, as applicable SA8. read identity papers and passes SA9. read sinages and notices SA10. recognize badges of rank</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. speak clearly and emphatically SA12. comprehend instructions and ask relevant queries SA13. give clear instructions to co-workers, if required SA14. reply to queries from visitors and guide them SA15. ask questions from visitors SA16. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify potential risk and threats and take suitable actions</p>



SSS/N0106

Control parking in designated areas

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

NOS Version Control

NOS Code	SSS/N0106		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

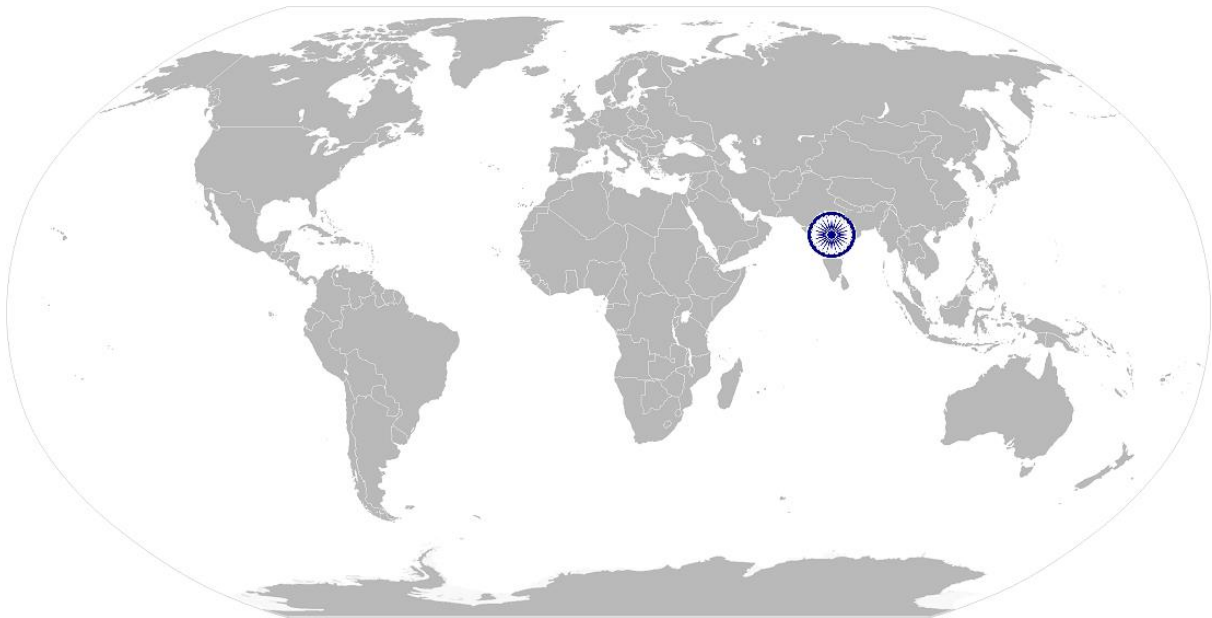
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SSS/N0107

Security escort

National Occupational Standard



Overview

This unit lays down Performance Criteria, Knowledge & Understanding and Skills & Abilities for undertaking security escort duties.



SSS/N0107

Security escort

National Occupational Standard

Unit Code	SSS/N0107
Unit Title (Task)	Security escort
Description	This unit lays down Performance Criteria, Knowledge & Understanding and Skills & Abilities for undertaking security escort duties.
Scope	<p>This unit/task covers the following:</p> <p>Category of persons:</p> <ul style="list-style-type: none"> • VIPs & celebrities, women & children • women employees and guests <p>Suitability and readiness:</p> <ul style="list-style-type: none"> • the driver is conversant with route(s) and destination(s) • the driver is not in an inebriated condition • checking of the vehicle - body, boot and bonnet, to ensure safety • first-aid kit, fire extinguisher and distress alarm <p>Task-related details:</p> <ul style="list-style-type: none"> • number of persons (male/female) being escorted • itinerary and route (s) <p>Equipment and aids:</p> <ul style="list-style-type: none"> • route map • contact details of person/s being escorted and concerned agencies • cell phone, walkie-talkie, torch, non-lethal weapon (if provided) • duty slip <p>Concerned agencies:</p> <ul style="list-style-type: none"> • controlling headquarter/superiors, transport supervisor • police, road patrol, medical, ambulance and hospital services <p>Risks:</p> <ul style="list-style-type: none"> • breakdown • road accidents • fire • action by miscreants <p>Response:</p> <ul style="list-style-type: none"> • raise distress alarm • deter and resist miscreants • inform superior/ concerned agencies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out security escort duty	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive task and briefing related to the vehicular security escort duty from superior</p> <p>PC2. ascertain readiness of driver</p> <p>PC3. ensure necessary equipment and aids are carried</p> <p>PC4. maintain communication as per instructions</p> <p>PC5. carry documents as per instructions</p>



SSS/N0107

Security escort

Respond to incidents affecting security and safety	To be competent, the user/individual on the job must be able to: PC1. respond to risks PC2. communicate and seek assistance PC3. assist person/s being escorted
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. organisation's procedures for security escort duty KA2. route charts KA3. task-related details KA4. contact details of concerned agencies KA5. reporting procedure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. security and safety requirements for security escort duty KB2. details of provided equipment/ aids KB3. likely risks KB4. means of communication
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read sinages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making



SSS/N0107

Security escort

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

NOS Version Control

NOS Code	SSS/N0107		
Credits (NSQF)	TBD	Version number	1.0
Industry	Private Security	Drafted on	20/02/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	31/05/2013
Occupation	Guarding	Next review date	01/06/2016

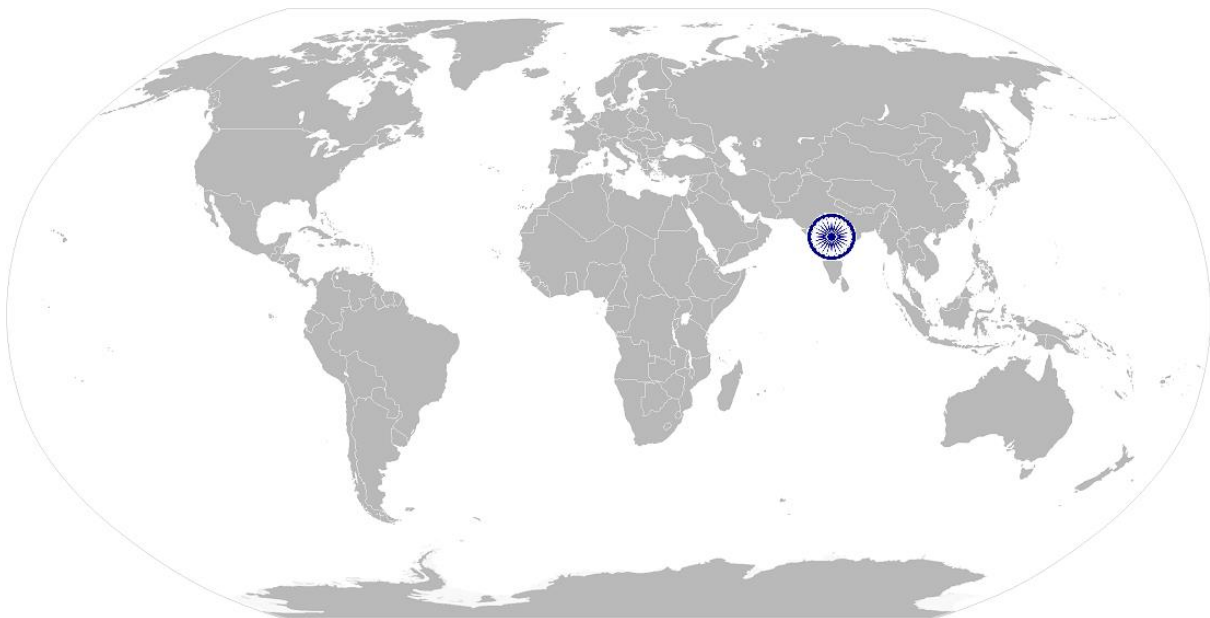
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SSS/N0108

Health and safety

National Occupational Standard



Overview

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



SSS/N0108

Health and safety

National Occupational Standard

Unit Code	SSS/N0108
Unit Title (Task)	Health and safety
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities to maintain personal health & hygiene and observe/ respond to basic workplace safety requirements.
Scope	<p>This unit/task covers the following:</p> <p>Hazards and risks:</p> <ul style="list-style-type: none"> • Fire • Electric short circuit, electric shock and electrocution • Medical emergency • Inflammable & toxic liquid/ gases • Accidents • Flooding • Oil and lubricant spills in the premises • Malfunctioning elevators, escalators, staircase and ladders • Ventilation and suffocation • Improper use of safety gear and non-adherence to safety norms • Hygiene and sanitation <p>Organisational procedures:</p> <p>Training and drills:</p> <p>Personal health, hygiene and habits:</p> <p>Services and Organisations:</p> <ul style="list-style-type: none"> • Security team and sub-unit; police and emergency services <p>Devices and safety gear:</p> <ul style="list-style-type: none"> • Sensors & alarm • fire fighting equipment, ladders, chutes, ropes and emergency lighting • personal safety gear • communication equipment, <p>Reporting: Description of incident, time, date, place, casualties and action taken</p> <p>Causes of fire:</p> <p>Types of fire:</p> <p>Fire-fighting equipment:</p> <p>Medical emergencies:</p> <p>First-aid:</p> <p>Evacuation of premises:</p> <p>Evacuation of casualty:</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria



SSS/N0108

Health and safety

<p>Contribute to maintaining a safe workplace</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. carry out safety of workplace in line with organisational procedures</p> <p>PC2. keep emergency and escape routes free from obstructions and report violation</p> <p>PC3. wear personal safety gear and clothing as per organisational procedure</p> <p>PC4. check violators of defined safety and security instructions and report violations</p> <p>PC5. report to superiors and emergency service organisations for assistance in the event of emergencies</p>
<p>Maintain personal health, hygiene and habits</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. undertake physical exercises and activities (commensurate with age)</p> <p>PC2. maintain personal hygiene and good habits</p> <p>PC3. refrain from alcohol, tobacco, drugs and other intoxicants</p> <p>PC4. guard against sexually transmitted diseases and HIV</p> <p>PC5. take precautions against common ailments</p>
<p>Respond to fire accidents</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and report fire hazards</p> <p>PC2. carry out fire-fighting in line with organisational training and procedures</p> <p>PC3. report fire incidents to superiors and emergency service organisations</p> <p>PC4. participate in evacuation of casualty and premises</p>
<p>Deal with medical emergency</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. render first-aid</p> <p>PC2. use available basic first-aid equipment</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's procedure relating to safety in the workplace</p> <p>KA2. details of emergency exits, alarm, signage and other safety equipment</p> <p>KA3. reporting procedure for incidents and emergencies</p> <p>KA4. details of local emergency service</p> <p>KA5. the requirements of maintaining physical fitness, personal hygiene and good habits</p> <p>KA6. organization's procedure/ guidelines relating to fire safety</p> <p>KA7. details of floor plans, emergency exits, alarm, signage and other fire-fighting equipment</p> <p>KA8. reporting procedure for fire incidents</p> <p>KA9. training and mock drills</p> <p>KA10. details of emergency exits, alarm, signage and location of first-aid and evacuation equipment</p> <p>KA11. reporting procedure in case of medical emergencies</p> <p>KA12. contact details of local hospitals and ambulance services</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. risks and hazards</p> <p>KB2. personal safety equipment and clothing to be used</p> <p>KB3. identify signage and warning</p> <p>KB4. importance of sound health, hygiene and good habits</p> <p>KB5. ill-effects of alcohol, tobacco and drugs</p> <p>KB6. the need to safeguard against sexually transmitted diseases and HIV</p>



SSS/N0108

Health and safety

	<p>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</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read sinages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved
	Customer Centricity



SSS/N0108

Health and safety

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

NOS Version Control

NOS Code	SSS/N0108		
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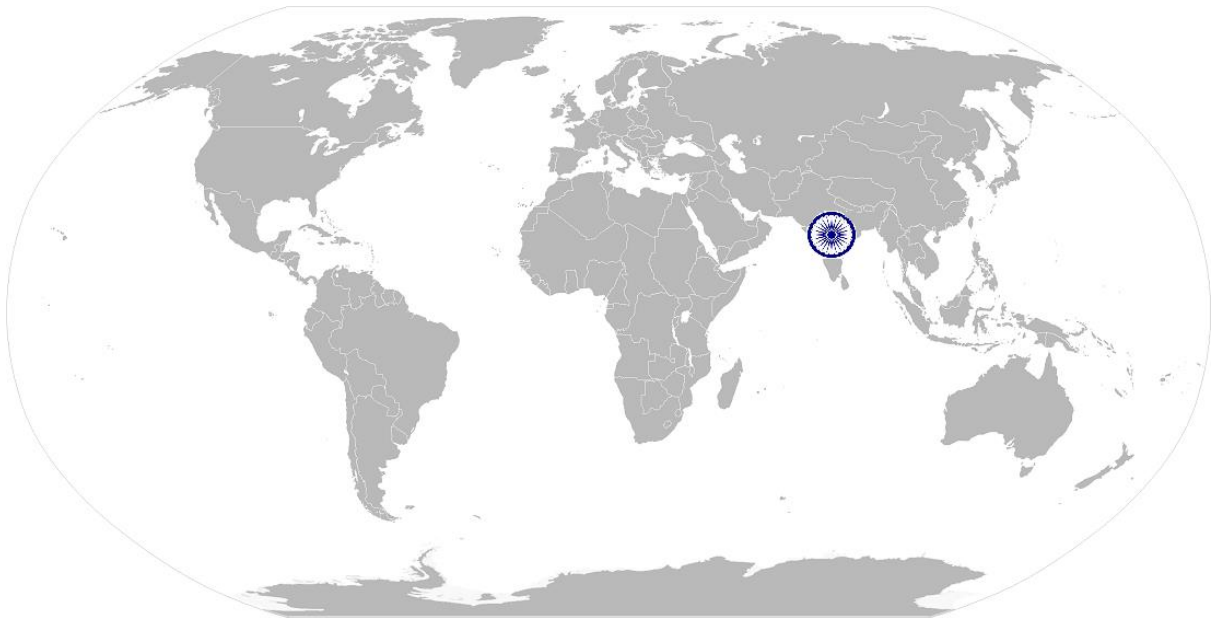
SSS/N0109

NOS
National Occupational Standards



Security in commercial deployments

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out security tasks in commercial deployments by Unarmed Security Guard.



SSS/N0109

Security in commercial deployments

National Occupational Standard

Unit Code	SSS/N0109
Unit Title (Task)	Security in commercial deployments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out security tasks in commercial deployments by Unarmed Security Guard.
Scope	<p>This unit/task covers the following:</p> <p>Commercial domains:</p> <ul style="list-style-type: none"> • Single & multi-flat houses, row houses, condominiums, colonies and townships • Real estate, parks and public utilities • Schools, colleges, university and hostels • Banks and ATMs • Business parks, offices, shops and warehouses • ITES, BPO and KPO • Hotels, restaurants, guest houses, inns and motels • Hospitals, nursing homes and diagnostic laboratories • Malls, markets, bazars and shops • Cinema, theatre, multiplex, amusement parks, fairs and exhibitions • Sports complexes and stadiums • Live shows, weddings, congregation and rallies • Transport hubs and mass rapid transit system • Religious places and shrines • Tourist spots and monuments <p>Risks and threats:</p> <ul style="list-style-type: none"> • Unauthorised entry and trespass • Aggressive and drunken behaviour • Loitering and littering • Eve teasing and molestation • Robbery, theft, pilferage and shoplifting • Violence and assault • Murder and suicide • Kidnapping • Accidents • Medical emergency • Public demonstration, labour unrest and crowd control • Fire accidents • Natural & manmade hazards <p>Behavioural standards:</p> <ul style="list-style-type: none"> • Alert and vigilant • Well-groomed and courteous • Responsive and helpful • Respectful and caring towards elderly, women and children • Communicate effectively and assertively • Responsible and co-operative <p>General security duties:</p>



SSS/N0109

Security in commercial deployments

	<ul style="list-style-type: none"> Respond to risks and threats Control entry and exit Control traffic and parking Check material movement Surveillance Report to superiors Basic security registers Operate security equipment
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out security tasks in commercial domains	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. carry out security duties as per organisation's procedures and instructions</p> <p>PC2. respond to domain-specific risks and threats</p> <p>PC3. operate security equipment</p> <p>PC4. communicate effectively with concerned stakeholders</p> <p>PC5. follow good behavioural standards</p> <p>PC6. maintain basic security registers as prescribed</p> <p>PC7. report incidents to superiors</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. basic knowledge of organisation and domain where deployed</p> <p>KA2. security procedures and instructions where deployed</p> <p>KA3. reporting procedure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. risks and threats specific to domain/ organisation where deployed</p> <p>KB2. security equipment in use where deployed</p> <p>KB3. communication methods and equipment used</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p>



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Security in commercial deployments

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



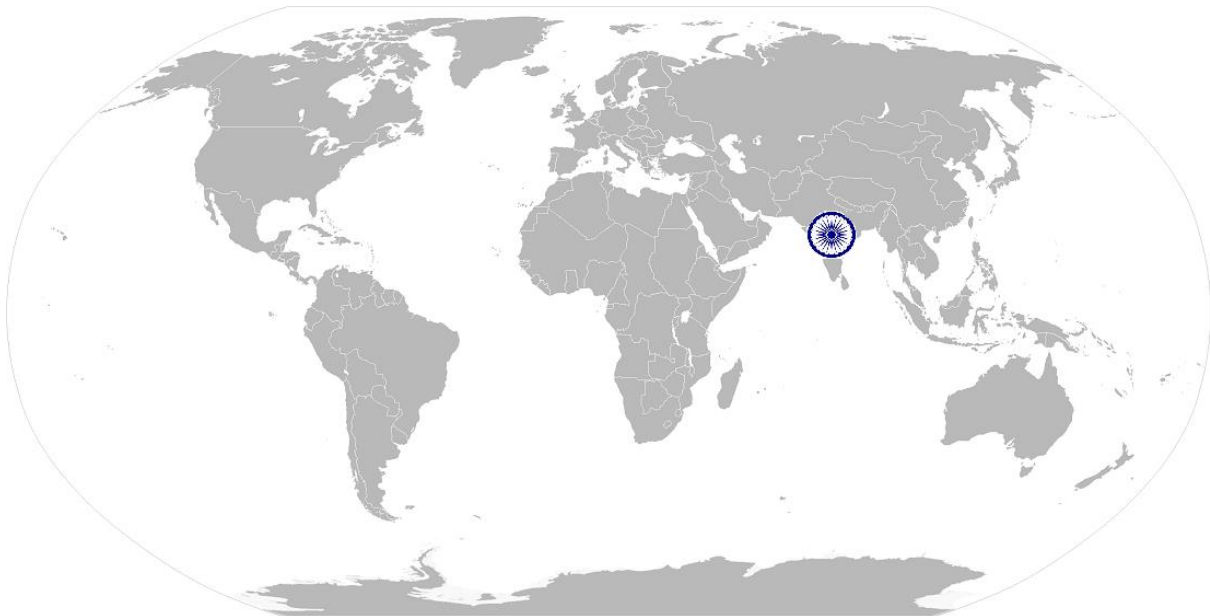
SSS/N0109

Security in commercial deployments

NOS Version Control

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Industry	Private Security	Drafted on	20/02/2013
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SSS/N0110

Security in industrial deployments

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out security tasks in industrial deployments by Unarmed Security Guard.



SSS/N0110

Security in industrial deployments

National Occupational Standard

Unit Code	SSS/N0110
Unit Title (Task)	Security in industrial deployment
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities in carrying out security tasks in industrial deployments by Unarmed Security Guard.
Scope	<p>This unit/task covers the following:</p> <p>Industrial domains.</p> <ul style="list-style-type: none"> • Factories and workshops • Plants • Mines • Refineries and pipe lines • Sea ports and air ports • SEZs • Container yards and warehouses • Transport and logistics • Infrastructure <p>Risks and threats:</p> <ul style="list-style-type: none"> • Unauthorised entry and trespass • Aggressive and drunken behaviour • Eve teasing and molestation • Robbery, theft, pilferage and shoplifting • Loitering and littering • Violence and assault • Murder and suicide • Kidnapping • Accidents • Medical emergency • Public demonstration, labour unrest and crowd control • Fire accidents • Natural & manmade hazards <p>Behavioural standards:</p> <ul style="list-style-type: none"> • Alert and vigilant • Well-groomed and courteous • Responsive and helpful • Communicate effectively and assertively • Responsible and co-operative <p>General security duties:</p> <ul style="list-style-type: none"> • Respond to risks and threats



SSS/N0110

Security in industrial deployments

	<ul style="list-style-type: none"> • Control entry and exit • Control traffic and parking • Check material movement • Surveillance • Report to superiors • Basic security registers • Operate security equipment
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out security tasks in industrial domains	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. carry out security duties as per organisation's procedures and instructions</p> <p>PC2. respond to domain-specific risks and threats</p> <p>PC3. operate security equipment</p> <p>PC4. communicate</p> <p>PC5. follow good behavioural standards</p> <p>PC6. maintain basic security registers as prescribed</p> <p>PC7. report incidents to superiors</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. basic knowledge of organisation and domain where deployed</p> <p>KA2. security procedures and instructions where deployed</p> <p>KA3. reporting procedure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. risks and threats specific to domain/ organisation where deployed</p> <p>KB2. security equipment in use where deployed</p> <p>KB3. communication methods and equipment used</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as</p>



SSS/N0110

Security in industrial deployments

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



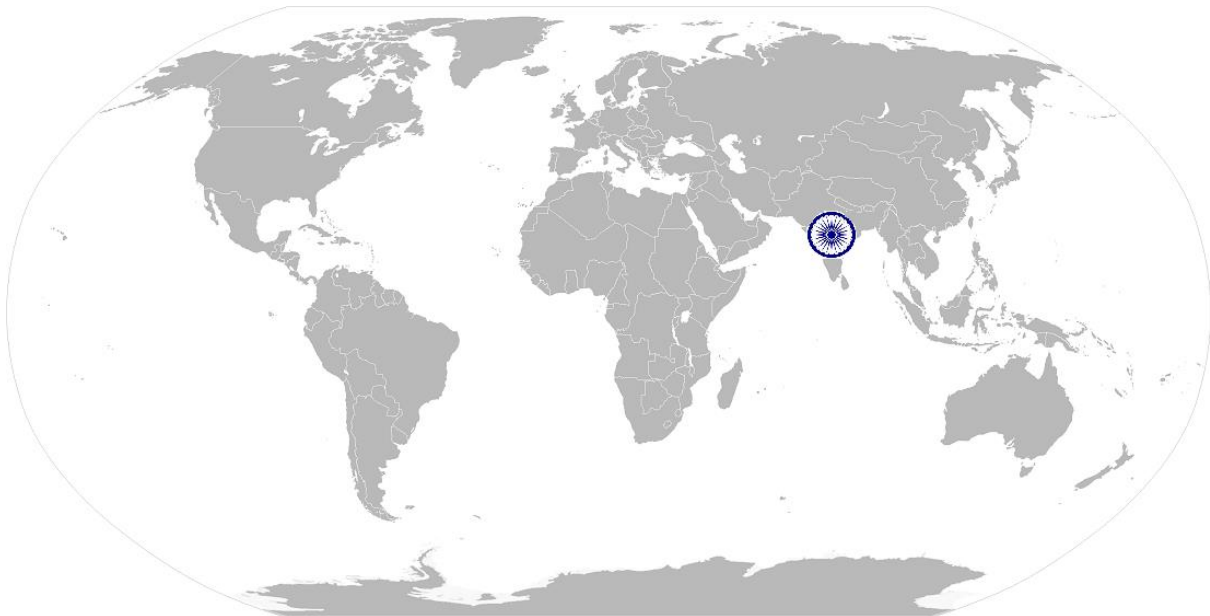
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Security in industrial deployments

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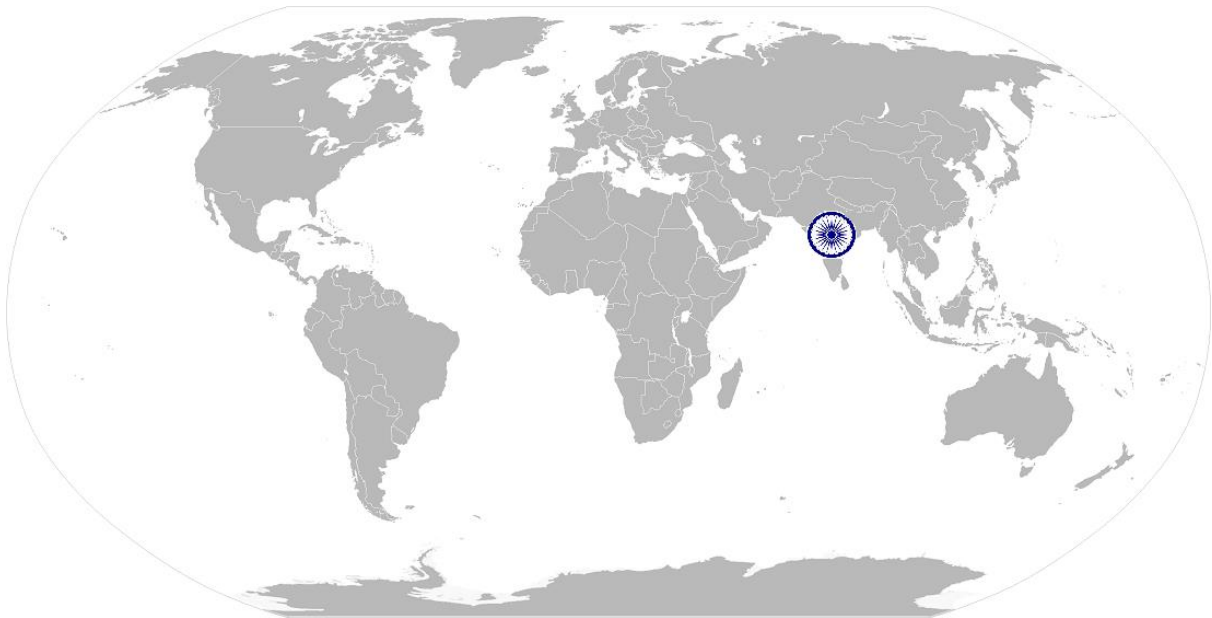




SSS/N0111

Positive projection of self and the organisation

National Occupational Standard



Overview

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



SSS/N0111

Positive projection of self and the organisation

National Occupational Standard

Unit Code	SSS/N0111
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 and the organisation.
Scope	<p>This unit/task covers the following:</p> <p>Behavioural standards/ 'Meet and Greet' procedures:</p> <ul style="list-style-type: none"> • alert and vigilant • well-groomed and courteous • responsive and helpful • respectful and caring towards elderly, women and children • communicate politely and firmly • responsible and co-operative <p>Traits and habits: honesty, truthfulness, integrity, discipline and punctuality</p> <p>Necessary equipment: Baton, pen, guard's notebook, whistle, torch, clothing as per the weather, communication equipment, if provided.</p> <p>Site-specific information:</p> <p>Pre-induction training:</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Conform to the organisation's standards of grooming and behaviour	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain good health, personal hygiene & sanitation</p> <p>PC2. comply with organisation's standards of grooming and personal behaviour</p> <p>PC3. stay free from intoxicants (alcohol, tobacco and drugs)</p> <p>PC4. wear organisation's uniform with name tab correctly and smartly</p> <p>PC5. wear, carry and use personal protection gear and equipment</p> <p>PC6. observe organisation's 'Meet and Greet Procedure'</p> <p>PC7. observe confidentiality as per organisational procedure</p> <p>PC8. observe discipline and punctuality</p>
Execute tasks as per organisation's standards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. carry out assigned tasks and duties diligently</p> <p>PC2. co-operate with team members</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the company / organisation and its	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal grooming and behaviour</p> <p>KA2. maintain good physical fitness and mental robustness</p> <p>KA3. organisation's work culture</p>



SSS/N0111

Positive projection of self and the organisation

processes)	
B. Technical knowledge	The user/individual on the job needs to know and understand: KB1. use of communication equipment KB2. basic knowledge about the organisation and site
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read sinages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved
	Customer Centricity



SSS/N0111

Positive projection of self and the organisation

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

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Industry	Private Security	Drafted on	20/02/2013
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CRITERIA FOR ASSESSMENT OF UNARMED SECURITY GUARD

Job Role Unarmed Security Guard

Qualification Pack SSS/Q0101

Sector Skill Council Security Sector Skill Development 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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark (500)	Out Of	Theory	Skills Practical
1. SSS/N0101 - (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 and report about risks and threats		7	3	4
	PC3. respond and report about hazards and emergencies		7	3	4
	PC4. assist police and other organisations, if required		7	3	4
	PC5. recognise rank/ badge of rank in police and military		6	2	4
	PC6. identify various arms in use in public and police		6	2	4
	PC7. identify improvised explosive devices		6	2	4
		Total	47	19	28
2. SSS/ N 0102 - (Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when	PC1. comply with basic legal provisions applicable to your role and tasks		4	2	2



Criteria for Assessment of Unarmed Security Guard

undertaking security tasks)		18			
	PC2. obtain clarity in case of lack of understanding		3	1	2
	PC3. take cognisance of offences and report to superiors/ police		5	2	3
	PC4. cooperate in investigations		3	1	2
	PC5. give evidence in court, if required by law		3	1	2
		Total	18	7	11
3. SSS/N0103 - (Provide private guarding service to people, property and premises)	PC1. familiarise with the area of your responsibility		5	2	3
	PC2. guard people, property and premises as per site instructions		8	3	5
	PC3. receive briefing for guard duty and patrolling		5	2	3
	PC4. patrol designated premises as per instructions		6	3	3
	PC5. use security equipment to carry out your task		6	2	4
	PC6. report and respond to security breaches		6	2	4
	PC7. maintain basic security registers		7	3	4
	PC8. carry out required searches as per instructions		5	2	3
	PC9. caution and report risks, threats and hazards during the search		5	2	3
	PC10. liaise with other search parties in the premises		5	2	3
	PC11. detain suspect(s) during the search and report to superior		5	2	3
	PC12. prevent tampering of evidence and report		5	2	3
	PC13. maintain personal safety		5	2	3
	PC14. maintain communication during search		5	2	3
	PC15. report incident details to superiors		5	2	3
		Total	83	33	50
4. SSS/N0104 - (Control access to the assigned premises)	PC1. comply with organisational procedures related to access control in the premises with or without use of equipment		1	1	-



Criteria for Assessment of Unarmed Security Guard



	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		1	1	1
	PC4. direct visitors to designated areas and inform concerned staff/ department		1	-	1
	PC5. prepare passes/ permits for people/ vehicles entering the premises		2	1	1
	PC6. collect passes/ permits from people/ vehicles exiting the premises		1	-	1
	PC7. check relevant documents for movement of goods/ materials		2	1	1
	PC8. inform concerned department on arrival of consignments	35	1	-	1
	PC9. handle different situations faced during access control operations		2	1	1
	PC10. maintain basic security registers as per instructions		3	2	1
	PC11. report irregularities to superior		1	-	1
	PC12. operate access control equipment in accordance with laid down procedures		3	1	2
	PC13. check and report functioning/ malfunctioning of access control equipment		2	1	1
	PC14. respond to signals from access control equipment		2	1	1
	PC15. carry out access control operations manually in case of a breakdown		1	-	1
	PC16. receive postal mail and couriers after office hours, if assigned		3	1	2
	PC17. report about delivery of suspicious package/s		3	1	2
	PC18. secure and store letters and packages as per procedures		2	1	1
	PC19. deliver letters and packages to the designated person		1	-	1
		Total	35	14	21
5. SSS/N0105 - (Carry out screening and search activities to maintain security)	PC1. comply with organisational procedures with respect to screening and search of people/ vehicle/ material seeking to enter/ exit from the premises		6	2	4



Criteria for Assessment of Unarmed Security Guard

	PC2. organise queue to manage people at the screening and search point	41	4	2	2
	PC3. respond to situations arising during screening and search		3	2	1
	PC4. carry out screening and search manually/ with equipment		6	2	4
	PC5. report irregularities to superior		2	1	1
	PC6. maintain personal safety during screening and search		3	1	2
	PC7. respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity		3	1	2
	PC8. segregate persons violating laid down procedures		3	1	2
	PC9. segregate material containing prohibited/ unauthorised items		3	1	2
	PC10. carry out physical search of vehicle as per laid down procedures		5	2	3
	PC11. segregate suspected vehicle for detailed search		3	1	2
	Total		41	16	25
6. SSS/N0106 - (Control parking in designated areas)	PC1. identify entry and exit routes to available parking areas	29	4	2	2
	PC2. check prevailing conditions within the parking areas		3	2	1
	PC3. observe correct positioning of signage for guiding drivers		3	1	2
	PC4. guide drivers to the available parking areas		3	1	2
	PC5. use provided traffic and protective gear		3	1	2
	PC6. ensure drivers leave the area after parking as per laid down instructions		1	-	1
	PC7. identify and respond to irregular situations in accordance with organisation's procedures and guidelines		3	1	2
	PC8. call for assistance and take preventive steps		2	1	1
	PC9. report irregular situations immediately to superior		2	1	1
	PC10. report hazards and defects to superior		1	-	1
	PC11. respond as per organisational procedure		2	1	1



Criteria for Assessment of Unarmed Security Guard



	PC12. ensure own safety		2	1	1
		Total	29	12	17
7. SSS/N0107 - (Security escort)	PC1. receive task and briefing related to the vehicular security escort duty from superior	29	6	2	4
	PC2. ascertain readiness of driver		3	2	1
	PC3. ensure necessary equipment and aids are carried		5	2	3
	PC4. maintain communication as per instructions		3	1	2
	PC5. carry documents as per instructions		2	1	1
	PC6. respond to risks		4	2	2
	PC7. communicate and seek assistance		3	1	2
	PC8. assist person/s being escorted		3	1	2
			Total	29	12
8. SSS/N0108 - (Health and safety)	PC1. carry out safety of workplace in line with organisational procedures	77	4	2	2
	PC2. keep emergency and escape routes free from obstructions and report violation		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. undertake physical exercises and activities (commensurate with age)		2	1	1
	PC7. maintain personal hygiene and good habits		3	1	2
	PC8. refrain from alcohol, tobacco, drugs and other intoxicants		3	1	2
	PC9. guard against sexually transmitted diseases and HIV take precautions against common ailments		3	1	2
	PC10. identify and report fire hazards		7	3	4
	PC11. carry out fire-fighting in line with organisational training and procedures		14	5	9



Criteria for Assessment of Unarmed Security Guard



	PC12. report fire incidents to superiors and emergency service organisations		4	2	2
	PC13. participate in evacuation of casualty and premises		3	1	2
	PC14. render first-aid		12	5	7
	PC15. use available basic first-aid equipment		6	1	5
		Total	77	31	46
9. SSS/N0109 - (Security 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		6	3	3
	PC3. operate security equipment		6	2	4
	PC4. communicate effectively with concerned stakeholders		6	2	4
	PC5. follow good behavioural standards		6	2	4
	PC6. maintain basic security registers as prescribed		7	3	4
	PC7. report incidents to superiors		6	2	4
		Total	41	16	25
10. SSS/N0110 - (Security 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		6	3	3
	PC3. operate security equipment		6	2	4
	PC4. communicate		6	2	4
	PC5. follow good behavioural standards		6	2	4
	PC6. maintain basic security registers as prescribed		7	3	4
	PC7. report incidents to superiors		6	2	4
		Total	41	16	25
10. SSS/N0111 - (Positive projection of self and the organisation)	PC1. maintain good health, personal hygiene & sanitation		5	2	3
	PC2. comply with organisation's standards of grooming and personal behaviour		6	2	4



Criteria for Assessment of Unarmed Security Guard



	PC3. stay free from intoxicants (alcohol, tobacco and drugs)	59	5	2	3
	PC4. wear organisation's uniform with name tab correctly and smartly		7	2	5
	PC5. wear, carry and use personal protection gear and equipment		8	4	4
	PC6. observe organisation's 'Meet and Greet Procedure'		7	2	5
	PC7. observe confidentiality as per organisational procedure		4	2	2
	PC8. observe discipline and punctuality		5	2	3
	PC9. carry out assigned tasks and duties diligently		6	3	3
	PC10. co-operate with team members		5	2	3
	Total		59	24	35
	Total		500	200	300

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