
Model Curriculum

Security Supervisor

**SECTOR: Management & Entrepreneurship and Professional Skills
Council**

SUB-SECTOR: Private Security

OCCUPATION: Supervisory

REF ID: MEP/ Q7201

NSQF LEVEL: 5

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Security Supervisor

CURRICULUM/SYLLABUS

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

Program Name	Security Supervisor		
Qualification Pack Name & Reference ID	MEP/ Q7201		
Version No.	1.0	Version Update Date	27/03/2018
Pre-requisites to Training	Preferably equivalent to 12th (Average literacy of reading, writing and understanding)		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Supervise a security unit: Be able to supervise a security unit – its personnel, operations, training and resources. 2. Carryout security duties: Perform job-specific security duties. 3. Handle lost and found items: Deal with lost and found property 4. Organise security escort: Supervise security escort duties. 5. Regulate access: Control access to the assigned premises. 6. Perform basic security tasks: Be able to perform security tasks in accordance with basic security practices. 7. Understand the legal requirements: Understand the legal requirements and work within the law when undertaking private security tasks. 8. Provide private guarding service: Provide private guarding service to people, property, premises and businesses. 9. Perform screening and search: Carry out screening and search operations. 10. Manage traffic: Manage traffic and control parking. 11. Observe personal hygiene and occupational health and safety: Maintain personal hygiene and observe occupational health and safety practices at work place. 12. Perform domain-specific security tasks: Carry out private security tasks in commercial and industrial deployments 13. Image building: Project positive image of self and the organization 14. Communicate effectively: Communicate effectively with stakeholders 15. Respond to emergencies: Identify and operate security, safety, fire-fighting and communication equipment effectively and respond to emergencies. 16. Render first aid: Provide basic first aid. 		

This course encompasses 14 out of 14 National Occupational Standards (NOS) of “MEP/ Q7201” Qualification Pack issued by “Management & Entrepreneurship and Professional Skills Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code MEP/ N7101</p>	<ul style="list-style-type: none"> Introduction to course and ice-breaking Learn about role of a Security Supervisor and job opportunities in the Private Security Sector 	Computer, projector, blackboard, classroom, classroom furniture
2	<p>Physical Training</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 14:00</p> <p>Corresponding NOS Code MEP/ N7111</p>	<ul style="list-style-type: none"> Improve physical health, strength and dexterity in trainees Inculcate good personal hygiene practices 	PT field, running track, vertical rope, beam, 9” ditch, balance, mat
3	<p>Drill</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 14:00</p> <p>Corresponding NOS Code MEP/ N7111</p>	<ul style="list-style-type: none"> Improve bearing and deportment and grooming trainees into smart individuals 	Drill ground, full length mirror, drill charts
4	<p>Unarmed Combat</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code MEP/ N7111</p>	<ul style="list-style-type: none"> Introduce trainees to unarmed combat techniques for self defence 	Mat, lathi, baton, other weapons

5	<p>Supervise a security unit</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 11:00</p> <p>Corresponding NOS Code MEP/ N7201</p>	<ul style="list-style-type: none"> Commence security operations at new or existing site as per organisational procedure and briefing Manage resources Ensure training, administration and welfare of personnel Deal with emergencies Carry out documentation Prepare and submit reports 	Attendance sheet, report chart, security & safety equipment, operational manual, first aid kit
6	<p>Carry out job-specific security duties</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code MEP/ N7202</p>	<ul style="list-style-type: none"> Carry out front office duties Manage visitors Receive mails and couriers Maintain security Regulate material movement Carry out key management as per procedure Maintain documents Report incidents 	Visitor book format, safety equipment, report chart
7	<p>Deal with lost and found property</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code MEP/ N7203</p>	<ul style="list-style-type: none"> Understand organisational procedure on lost and found property Receive information about lost or found property Establish identity of the claimant Carry out necessary documentation Receive property and secure Handover property to the rightful claimant Take necessary actions to recover lost property Report to superior 	Complaint book format, report chart
8	<p>Supervise security escort duties</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7204</p>	<ul style="list-style-type: none"> Understand and function as per organisational procedure Organise vehicle escort Ensure fitness of vehicle and driver Brief driver and guard (s) Maintain necessary documents Communicate effectively Respond to an incident/ emergency Inform police, superiors and others 	Charts of various commercial and industrial domains, CCTV systems in such domains

9	<p>Control access to the assigned premises</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7205</p>	<ul style="list-style-type: none"> Understand and comply with organizational procedure Depute manpower and employ equipment Establish identity, purpose and authorization of person, vehicle and material Prepare passes Use access control equipment Handle difficult situation and report incidents Organise manual operation in case of equipment failure 	<p>Chart, notebook, record & report sheet format</p>
10	<p>Security and security practices and tasks</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code MEP/ N7101</p>	<p>Learn about-</p> <ul style="list-style-type: none"> Security organisations Private Security Sector (PSS) Private security tasks and guarding duties Risks, Threats, Hazards/ Disasters and Emergencies Weapons and firearms Improvised explosive devices (IED) Military and police ranks 	<p>Charts – weapon and firearm, badges of rank, security organisation, risks and threats</p>
11	<p>Basic rules pertaining to private security service and security personnel</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code MEP/ N7102</p>	<p>Learn about-</p> <ul style="list-style-type: none"> Right to private defence, important body and property offences and cognisable and non-cognisable offences Aid to magistrate, duty of public to inform about certain offences, arrest by private person, complaints and first information report and warrants and summons Difference between legal and illegal activities; take cognisance of offences and report to superiors and police Basics of Human Rights; obligations of the holder of an arms licence, explosives and explosive substances Physical standards, security training, verification, uniform, ID cards for security guards as per PSARA – 2005 Rights and entitlements of workers Roles and responsibilities of unarmed security guard Internal or police investigations and giving evidence in the court Lodging of complaints or assisting others in filing first information report 	<p>Chart, pen, notebook, board</p>

12	<p>Private guarding services to people, property and premises</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7103</p>	<p>Learn about-</p> <ul style="list-style-type: none"> Types of buildings and premises and visitors Risk and threats to life, property and premises and security breaches Taking briefing and instructions, assuming charge of area of responsibility and carrying out guarding operations Carryout patrolling Search of a place and area Prevent tampering of evidence Personal and stakeholder's safety Identify, understand characteristics, and operate safety and security equipment. Reporting and recording incidents and visits as per formats and procedures accurately 	<p>Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder. Forms for recording incidents</p>
13	<p>Screening and search</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7105</p>	<ul style="list-style-type: none"> Understand organisational procedure on screening and search Understand capability and limitation of equipment Check and report functioning of equipment Discern signals emanating from the equipment and respond accordingly Items and persons who cannot be put through the equipment Be able to carry out manual operation if needed Manage adverse situations arising during screening and search operations Search and screening of people, vehicle and material Read authorisation documents Understand visitor's right to privacy, religious and gender Understand prohibited and unauthorized items Understand methods adopted by criminals to hoodwink the system Manage adverse situations arising operations Report cases of infringement to superiors 	<p>Screening & search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, chart of prohibited items</p>

<p>14</p>	<p>Parking and traffic management</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code MEP/ N7106</p>	<ul style="list-style-type: none"> • Understand organisational procedure on parking and traffic management • Familiarise with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area • Identify various types of vehicles • Identify and use various traffic control equipment • Identify and use security, safety and communication equipment necessary for operations • Identify and use personal protective equipment • Report functioning of equipment • Familiarise with signage and other fixtures in the parking area • Guide and communicate with drivers effectively • Understand irregular situations and control defaulting persons and vehicles • Control emergency arising from incidents and seek assistance 	<p>Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.</p>
<p>15</p>	<p>Health and Safety</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code MEP/ N7108</p>	<ul style="list-style-type: none"> • Understand, follow and enforce organisational procedures and instructions on workplace health and safety • Ensure health and safety of self and others • Understand about risks, hazards, accidents and emergencies concerning life at workplace and their management and mitigation • Understand details of floor plan, emergency exit, alarm, signage and fire-fighting equipment at workplace • Maintain safety equipment • Report malfunctioning of equipment • Check and report about non-adherence of rules by workers and other stakeholders and give report • Identify and use safety and personal protection equipment • Understand and identify types and causes of fire • Understand, identify and operate fire-fighting equipment and participate in training and drills • Understand, identify and deal with medical emergencies occurring at workplace • Render first-aid at workplace • Participate in training and drills and evacuation of premises and 	<p>Charts regarding health & hygiene, fire-fighting, first aid.</p> <p>First aid kit, stretcher, blanket, splints, etc.</p> <p>Fire-fighting – extinguishers, fire tray, hose reel, hose pipe assembly, sensor, smoke detector, fire alarm, sprinkler, fire axe, fire beater, fire bucket, etc</p>

		<p>casualties</p> <ul style="list-style-type: none"> Keep hazards away from workplace Raise alarm and call for help from emergency service organisations 	
16	<p>Provide security in commercial and industrial deployments</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code MEP/ N7109 & MEP/ N0710</p>	<ul style="list-style-type: none"> Understand types and peculiarities of commercial and industrial deployments Follow organisational procedure and instructions Understand domain-specific risks and threats Provide guarding services at the commercial and industrial deployments Show desired behavioural standards while carrying out guarding duties 	Charts of various commercial and industrial domains
17	<p>Image projection</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code MEP/ N7111</p>	<ul style="list-style-type: none"> Comply with organisation's standards of grooming and personal behavior Wear organisation's uniform correctly and smartly Carry and use personal protection gear and equipment Observe organisation's 'Meet and Greet Procedure' Observe confidentiality as per organizational procedure Observe discipline and punctuality Communicate effectively and assertively 	Male and female mannequins draped in security guard's uniform and accoutrements, personal protection gear. Communication equipment
	<p>Total Duration:</p> <p>Theory Duration 84:00</p> <p>Practical Duration 96:00</p>	<p>Unique Equipment Required:</p> <p>Security, safety, first aid, firefighting, communication equipment</p>	

Grand Course Duration: 180 Hours 0 Minutes

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

Trainer Prerequisites for Job role: “Security Supervisor” mapped to Qualification Pack: “MEP/Q7201” Version 1.0

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “MEP/Q0102 Version 1.0”.
2	Personal Attributes	A Physical Security Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment and firearms. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	Minimum Educational Qualification	Class XII
4a	Domain Certification	Certified for Job Role “Security Supervisor” mapped to the Qualification Pack “MEP/Q7201” issued by MEPSC
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q0102” with scoring of minimum 70%.
5	Experience	As per the standards set by relevant SSC to practice in different industry sectors.

Annexure: Assessment Criteria

Assessment Criteria for Security Supervisor	
Job Role	Security Supervisor
Qualification Pack	MEP/Q 7201
Sector Skill Council	Management & Entrepreneurship and Professional Skills Council

Guidelines for Assessment

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

Compulsory NOS				Marks Allocation	
Total Marks: 600					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
MEP/N7201 Supervise a security unit	PC1.commence operations at a new or existing site, as per instructions	100	2	1	1
	PC2.identify work instructions and relevant guidelines from the briefing received from superiors		2	1	1
	PC3.extract relevant information from the shift report received from outgoing supervisor		2	1	1
	PC4.take attendance of personnel and report about deficiency, if any		2	1	1
	PC5.identify manpower and equipment resources available and required for security operations at the assigned premises/area of responsibility		1	1	0
	PC6.prepare plan for manpower and equipment deployment as per the operational requirement and site instructions		1	1	0
	PC7.report suitability of personnel and equipment provided for specific tasks		1	1	0
	PC8.assign and earmark available security personnel to cater for anticipated threat/ risks and provide necessary instructions		1	1	0
	PC9.prepare duty roster for the shift as per deployment plan		1	1	0
	PC10.assign tasks to team members, such that all operational activities are covered and as per the capabilities of the team members		1	1	0
	PC11.carry out temporary modifications to site instructions to cover deficiencies in personnel/ equipment		1	1	0
	PC12.issue security and safety equipment to team members, as per deployment plan		2	1	1
	PC13.deploy personnel and equipment as per deployment plan		2	1	1
	PC14.organise manpower and resources for collection of intelligence and information		2	1	1

PC15.monitor deployment and functioning of security team members, using various techniques, to ensure that they are functioning as per site instructions and maintaining occupational standards of work	2	1	1
PC16.check for proper functioning of equipment and report in case of any malfunctioning	2	1	1
PC17.maintain 'key-control' and 'movement control' to the assigned premises as per site instructions	3	1	2
PC18.liaise with fire, maintenance and control room personnel	2	1	1
PC19.record and report status and issues related to personnel and equipment as per organisational standards	2	1	1
PC20.prepare and share report on achievement of performance standards of personnel to the authorized personnel	3	1	2
PC21.identify training requirements of team members relevant to assigned work in performing the work they are deployed at and report to relevant department	2	1	1
PC22.carry out on-the-job-training for personnel on the training requirements identified	3	1	2
PC23.maintain security documents in line with site instructions	3	1	2
PC24.carry out checks to assess operational effectiveness of security unit	3	1	2
PC25.take proactive measures against possible threat/ risks to the security unit deployment	2	1	1
PC26.observe and report about the standard of response of security personnel and stakeholders	2	1	1
PC27.communicate with superiors/ team members and other stakeholders as per organizational protocol	2	1	1
PC28.maintain own grooming and behaviour in line with organisational and professional standards	2	1	1

	PC46.identify concerns/ grievances of team members and take measures to address the same in line with organisational protocol		1	0	1
	PC47.record, report and follow-up for resolution of HR/ administration-related problems of team members with the relevant personnel from the respective functions		2	0	2
	PC48.identify recurring grievances or grievances that have an organisational impact and intimate management		1	0	1
	PC49.display fair and impartial practices during performance of duties		2	0	2
	PC50.take measures to ensure health and safety of team members in workplace		2	0	2
	PC51.identify high performers in the team using established performance parameters and recommend for reward/ recognition as per organizational process		1	0	1
		Total	100	40	60
MEP/N7202 Carry out job-specific security duties	PC1.check authorization of visitors for entry/ visit to premises as per organisational procedures with regard to reception protocol	45	2	1	1
	PC2.ensure that visitors to the premises are attended to promptly and appropriately		2	1	1
	PC3.communicate with visitors in professional manner as per organizational protocol		2	1	1
	PC4.communicate over telephone in professional manner as per organizational protocol		2	1	1
	PC5.answer queries about the organization promptly and within own limits of authority		2	1	1
	PC6.direct visitors/ escort visitors to designated authority as per their purpose of visit		2	1	1
	PC7.receive postal mail and couriers as per organisational protocol		2	1	1
	PC8.respond in case of delivery of suspicious mail/ package as per established process		2	1	1
	PC9.deal with irregular situations arising at front office		2	1	1

	PC7.provide complete briefing to escort regarding escort duty and the potential threat/ risks		3	1	2
	PC8.maintain communication with escort as per instructions		2	1	1
	PC9.respond promptly and as per organizational protocol to communication received from vehicle/escort enroute		2	2	0
	PC10.record and report incidents occurring in line of duty as per organisational procedures		3	2	1
	PC11.instruct escort to disengage from escalated situation before it escalates beyond control		3	2	1
		Total	25	15	10
MEP/N7205 Supervise access control to the assigned premises	PC1.establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises	45	4	3	1
	PC2.check and prevent entry to and exit of people/ vehicles/ material without valid authorisation as per organisational process		4	2	2
	PC3.direct visitors to designated areas and inform concerned staff/ department		3	2	1
	PC4.prepare passes/ permits for people/ vehicles entering the premises		3	2	1
	PC5.collect passes/ permits from people/ vehicles exiting the premises before providing them permission to exit		3	3	0
	PC6.check relevant documents for movement of goods/ materials		3	2	1
	PC7.inform the correct department promptly on arrival of consignments		3	2	1
	PC8.handle different situations faced during access control operations as per organisational procedures		4	2	2
	PC9.maintain basic security registers as per instructions		3	3	0
	PC10.report all irregularities to superiors promptly		3	3	0
	PC11.operate access control equipment in accordance with laid down procedures		3	3	0
	PC12.check and report functioning/ malfunctioning of access control equipment		3	3	0

	PC13.respond to signals from access control equipment as per organisational process		3	2	1
	PC14.carry out access control operations manually in case of a breakdown		3	2	1
		Total	45	34	11
MEP/N7101 Perform security tasks in accordance with basic security practices	PC1.carry out assigned security duties in line with procedures and instructions	40	7	3	4
	PC2.respond to risks and threats as per organisational and legal protocols		6	2	4
	PC3.respond to hazards and emergencies as per organisational policies and procedures		7	3	4
	PC4.report accurately and clearly, conveying relevant information as per organisational policies, procedures and templates		6	2	4
	PC5.provide accurate information and access to premises, records and other resources to the police as per organisation protocol		6	2	4
	PC6.identify rank by recognising the badge of rank of police and military personnel		3	1	2
	PC7.identify various arms commonly used by the police and perpetrators		3	1	2
	PC8.identify improvised explosive devices as per established protocol		2	1	1
		Total	40	15	25
MEP/N7102 Conform to regulatory and legal requirements governing security tasks	PC1.carry out tasks relevant to the role while complying with basic regulatory and legal provisions applicable to the role and tasks	15	5	3	2
	PC2.work within rules and regulations governing employment terms and conditions and discuss the same with employer where required		2	1	1
	PC3.obtain clarity in case of lack of understanding from the appropriate source		2	1	1
	PC4.note offences and security violations and report to superiors/ police		2	1	1
	PC5.provide information, access and materials for investigations by following organisational and legal protocols while dealing with police, seniors, media and other authorities, within limits of own authority		2	1	1

	PC17.maintain personal safety at all times when at work		3	1	2
	PC18.maintain constant communication during search with relevant authorities and seniors		3	1	2
	PC19.report incident details to superiors in an accurate and timely manner, communicating all relevant details		3	1	2
		Total	70	20	50
MEP/N7105 Carry out screening and search activities to maintain security	PC1.screen and search people/ vehicle/ material seeking to enter/ exit from the premises as per relevant organisational procedures	35	3	1	2
	PC2.organise queues to manage people at the screening and search point effectively		3	2	1
	PC3.respond effectively, within limits of authority and as per organisational procedures, to situations arising during screening and search		3	2	1
	PC4.carry out screening and search operations manually or with equipment, efficiently, minimising risks and as per organisational procedures		4	1	3
	PC5.report irregularities to superior in a timely, accurate and effective manner with necessary relevant details		2	1	1
	PC6.maintain personal safety during screening and search operations		3	1	2
	PC7.carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times		3	1	2
	PC8.segregate and isolate person or persons violating laid down procedures safely and effectively, with minimum disturbance		1	0	1
	PC9.segregate and isolate material containing prohibited/ unauthorised items		2	1	1
	PC10.carry out screening and search operations using provided equipment as per laid down procedures		2	1	1
	PC11.carry out physical search of vehicle as per laid down procedures		2	1	1
	PC12.segregate and isolate suspected vehicle for detailed search		2	1	1

	PC13.operate provided equipment in line with organisation's instructions		2	1	1
	PC14.report malfunctioning of equipment to superior in a timely manner, providing relevant detail, using laid down procedures		2	1	1
	PC15.spot attempts of people trying to defeat the process/ equipment each time, avoiding possible distractions		1	0	1
		Total	35	15	20
MEP/N7106 Control parking in designated areas	PC1.identify different types of parking areas and all entry and exit routes to available parking areas	25	3	2	1
	PC2.check prevailing conditions within the parking areas that impact operations, safety and security, and list anticipated consequences of these		3	2	1
	PC3.ensure correct positioning of signage for guiding drivers		2	0	2
	PC4.guide drivers to the available parking areas correctly		2	1	1
	PC5.use protective gear at all times while carrying out parking duties as per company provision and guidelines		3	1	2
	PC6.ensure drivers leave the area after parking as per laid down instructions		1	0	1
	PC8.call for timely assistance from relevant personnel and take preventive steps to minimise risks and damage		3	1	2
	PC9.report irregular situations immediately to superior with all necessary details		2	1	1
	PC10.report hazards and defects to superior as per organisational procedure		2	1	1
	PC11.respond as per organisational procedure on spotting hazards, and parking conditions that may increase risks		2	0	2
	PC12.ensure own safety at work at all times		2	1	1
				Total	25
MEP/N7108 Maintain health and safety	PC1.carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority	65	4	2	2
	PC2.keep emergency and escape routes free from obstructions, where violation is not addressable within limits of own authority, report violation to appropriate authority in a timely manner		3	1	2

	PC4.communicate effectively with concerned stakeholders		5	1	4
	PC5.display good behavioural standards		5	1	4
	PC6.maintain security registers accurately and up-to-date, as per organisational procedures		6	2	4
	PC7.report incidents to superiors as per organisational standards in a timely and accurate manner		5	1	4
		Total	35	10	25
MEP/N7110 Perform security tasks in industrial deployments	PC1.carry out security duties as per organisation's procedures and instructions	35	3	1	2
	PC2.respond to domain-specific risks and threats as per organisational standards, within limits of authority		6	3	3
	PC3.operate security equipment correctly and effectively, as per manufacturer's instructions		5	1	4
	PC4.communicate clearly and effectively with all stakeholders at work		5	1	4
	PC5.follow good behavioural standards at the workplace at all times		5	1	4
	PC6.maintain security registers accurately and up-to-date as per organisational procedure		6	2	4
	PC7.report incidents to superiors accurately and in a timely manner as per organisational procedures		5	1	4
		Total	35	10	25
MEP/N7111 Project positive image of self and the organisation	PC1.maintain good health, personal hygiene & sanitation by following good grooming and hygiene practices	40	4	2	2
	PC2.follow organisation's standards of good personal behaviour		5	2	3
	PC3.abstain from using or being under the influence of intoxicants at work at all times (alcohol, tobacco and drugs)		5	2	3
	PC4.wear organisation's uniform with name tag correctly and neatly		5	3	2
	PC5.wear, carry and use personal protection gear and equipment at all times at work		5	3	2
	PC6.demonstrate good team work practices at work at all times		4	2	2

	PC7.adhere to organisation's 'Meet and Greet Procedure' when interacting with others at the workplace		4	2	2
	PC8.carry out assigned tasks and duties as per instructions and organisational standards		4	2	2
	PC9.maintain confidentiality of information as per organisational and professional standards		4	2	2
		Total	40	20	20
		Grand Total	600	260	340