

Model Curriculum

Security Officer

SECTOR: Management & Entrepreneurship and
Professional Skills Council (MEPSC)

SUB-SECTOR: Security

OCCUPATION: Security Management

REF ID: MEP/Q7202, V1.0

NSQF LEVEL: 6



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Security Officer' QP No. 'MEP/Q7202 NSQF Level 6'

Date of Issuance: **May 15th, 2018**

Valid up to: **November 23rd, 2021**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Management & Entrepreneurship and Professional Skills Council)

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Security Officer

CURRICULUM / SYLLABUS

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

Program Name	Security Officer		
Qualification Pack Name & Reference ID.	MEP/Q7202, V1.0		
Version No.	1.0	Version Update Date	15/05/2018
Pre-requisites to Training	Graduate		
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> • Analyze to the job role: Understand the responsibilities of a security officer. • Demonstrate resources and security operations: Gain knowledge about resources and how they should be operated. • Organize guarding, screening and search operations, entry and exit to premises: Demonstrate plans to guard, screen premises • Organize traffic control and parking: Learn the art of controlling traffic • Organize training of security units and understand training requirement: Impart training as per requirement to security personnel • Implement and administer a security unit in process: Gain knowledge about controlling a security team • Demonstrate security in different deployment contexts: Understand how to organise security units in different situations • Evaluate emergencies and security incidents: Learn about emergencies and design a plan of action • Reduce risks to health and safety at the workplace: Know how to stay fit and healthy • Develop effective communication and carry out role –related documentation: Understand the importance and style of communication • Conform to legal requirements while undertaking security operations: Analyze statutory laws and adhere to them 		

This course encompasses 08 out of 08 National Occupational Standards (NOS) of “MEP/Q7202” Qualification Pack issued by “Management and Entrepreneurship and Professional Skills Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	<p>Introduction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code Bridge module</p>	<ul style="list-style-type: none"> Evaluate the course and conduct Ice Breaking Evaluate the job role of a security officer 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers.
2.	<p>Prepare and manage resources and security operations</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code MEP/N7206</p>	<ul style="list-style-type: none"> Illustrate organisational procedures related to security operations, like Access control, screening & search, escort, duties by unarmed & armed security guards and personal security officers (PSO), observation & surveillance, control room operations, traffic control, parking management, information gathering, key-control, dealing with emergencies, etc. Review functioning of shifts and carry out improvements Evaluate functioning of provided equipment and PPEs Coordinate with designated authority for replacement of faulty equipment and carry out periodic checks Demonstrate security operations manually in the event of equipment malfunction Undertake security unit's participation in mock drills and rehearsals and train them to respond to emergencies Maintain security operations related documents 	Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.
3.	<p>Organize guarding, screening and search operations, entry and exit</p>	<ul style="list-style-type: none"> Demonstrate security and guarding operations, briefing of 	Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell

	<p>to premises</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code MEP/N7206</p>	<p>guards and supervisors</p> <ul style="list-style-type: none"> • Monitor functioning and operations of CCTV control room, if provided and maintain periodic supervision • Prepare, issue and monitor patrolling plan, debrief guards • Practice training of team members in operation of provided security equipment • Sensitize subordinates to respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity • Identify presence of prohibited/ unauthorised items and segregate them accordingly • Identify likely threats and risks to premises • Demonstrate plans to identify papers, passes, permission and documentation to facilitate entry and exit of people/ vehicles. • Inspect lost and found property 	<p>Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>
4.	<p>Organize traffic control and parking</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code MEP/N7206</p>	<ul style="list-style-type: none"> • Demonstrate and distinguish procedures for traffic control, parking and operation of the equipment in use • Coordinate training of team members in operation of provided equipment • Ensure vehicular traffic in the premises is regulated and parking is controlled • Analyse and deal with irregular situations 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>
5.	<p>Organize training of security units and understand training requirement</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS code</p>	<ul style="list-style-type: none"> • Evaluate general understanding of legislation, regulations, organizational requirements relating to standards of training • Identify and report site-specific training requirements for security personnel • Coordinate with trainers to train security unit members, share briefing and demonstrate induction training • Coordinate and participate in mock-drills for motivational 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>

	MEP/N7207	purpose.	
6.	<p>Implement and administer a security unit in process</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code MEP/N7208</p>	<ul style="list-style-type: none"> Commence operations at a new or existing site, and assess site-specific administrative requirements Issue identity cards to security unit members and conduct frequent interaction Prepare attendance sheet, overtime details and MIS reports, oversee documentation of new entrants/ those leaving the site Control documents, duty roster, leave & absence register, medical register, stores ledger and issue vouchers Identify and address important administrative concerns, employee grievances etc. Deploy uniforms and accoutrements to the security unit members, enforce dress code and maintain discipline Motivate team through personal example and concern Analyze performance and standards of members Counsel team members on their performance and conduct 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>
7.	<p>Manage security in different deployment contexts</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code MEP/N7209</p>	<ul style="list-style-type: none"> Evaluate and lay down plans for addressing site-specific threats and risks Demonstrate deployment-specific training requirements for personnel Brief and deploy armed security guards and personal security officers Examine and execute contingency plans for emergency situations 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>
8.	<p>Handle emergencies and security incidents</p> <p>Theory Duration (hh:mm)</p>	<ul style="list-style-type: none"> Follow organisational procedures while responding to emergencies and Demonstrate appropriate action during emergencies like: Appropriate Actions: Respond with 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit,</p>

	<p>10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code MEP/N7210</p>	<p>equipment/ aid at hand, Request for qualified assistance, Evacuate people, isolate area, inform and brief relevant authorities and maintain order, Maintain safety of self and others</p> <ul style="list-style-type: none"> Analyze and assist in evacuation of casualties and affected people and evacuation Participate in post-incident process of identifying victims, witnesses 	<p>etc.</p>
9.	<p>Reduce risks to health and safety at the workplace</p> <p>Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS code MEP/N7211</p>	<ul style="list-style-type: none"> Identify the main safety and health-related threats/ risks within the premises Demonstrate health and safety-related procedures and enforce use of PPEs Report and record safety and health incidents 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>
10.	<p>Communicate effectively and carry out role – related documentation</p> <p>Theory Duration (hh:mm) 10:00 Practical duration (hh:mm) 15:00 Corresponding NOS Code MEP/N7212</p>	<ul style="list-style-type: none"> Liaise and communicate effectively with stakeholders like: Stakeholders: Employer, security unit/ sub-unit, residents, visitors, workers Encourage a system of receiving feedback from stakeholders Demonstrate standards of communication, behaviour and courtesy within the security unit Practice use of communication equipment: Walkie-talkie, telephone, intercom, mobile phone, signage, whistle, light signals, hand signals, field signals Resolve queries/ complaints of stakeholders as per procedure Identify essential documents to be maintained by the security unit and adopt format for recording information Practice use of computers and other equipment to facilitate documentation and proper storage Analyze and share information 	<p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>

		with authorized stakeholders on instructions	
11.	<p>Conform to legal requirements while undertaking security operations</p> <p>Theory duration (hh: mm) 10:00</p> <p>Practical duration (hh:mm) 15:00</p> <p>Corresponding NOS code MEP/N7102</p>	<ul style="list-style-type: none"> Evaluate and adhere with legal provisions as applicable to security operations and obtain clarifications in case of doubt Assist client in lodging complaint and FIR Demonstrate preservation of evidence and co-operation with police. Understand and maintain various legal Provisions as decided by the company. 	Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.
12.	<p>Organisational Structure</p> <p>Theory duration (hh:mm) 10:00</p> <p>Practical duration (hh:mm) 10:00</p> <p>Corresponding NOS code Bridge Module</p>	<ul style="list-style-type: none"> Know about the company's policies and procedures Understand how to inspect work area Gain knowledge about waste management Gain knowledge about organizational record-management system and reporting requirements, HR policies and escalation matrix 	Data projector, laptop, computer, speaker, projection screen, white board and white board makers, duster, note book pen, pencil
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 100:00</p> <p>Practical Duration (hh:mm) 150:00</p>	<p>Unique Equipment Required:</p> <p>Flashlight, Security Guard Baton, Boots, Security Guard Belt, Pepper Spray, Cell Phone, A Heated Vest, Digital Camera, Uniform, Walky-talkie, Mini-First Aid Kit, etc.</p>	

Grand Total Course Duration: **250 Hours 0 Minutes**

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

Trainer Prerequisites for Job role: “Security Officer” mapped to Qualification Pack: “MEP/Q7202” 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/Q7202 Version 1.0”.
2	Personal Attributes	A 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. 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	Graduate
4a	Domain Certification	Certified for Job Role “Security Officer” mapped to the Qualification Pack “MEP/Q7202 Version 1.0” issued by MEPSC. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q2601” with scoring of minimum 80%.
5	Experience	As per the standards set by relevant SSC to practice in different industry sectors.

Criteria For Assessment Of Trainees

Job Role: Security Officer

Qualification Pack: MEP/Q7202, V1.0

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 Management & Entrepreneurship and Professional Skills 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 question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 500					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
MEP/N7206 Manage the operations of a security unit	PC1. Comply with organisational procedures related to security operations	125	3	2	1
	PC2. review functioning of shifts and carry out improvements		3	2	1
	PC3. observe performance of security unit members		3	2	1
	PC4. check and report functioning of provided equipment		3	2	1
	PC5. check and report functioning of personal protection equipment		3	2	1
	PC6. coordinate with designated authority for rectification/ replacement of faulty equipment		3	2	1
	PC7. organise security operations manually in the event of equipment malfunction		3	2	1
	PC8. carry out periodic inspections and checks		3	2	1
	PC9. communicate effectively with team members and stakeholders		3	2	1

PC10.take report and feedback from team members	3	2	1
PC11.coordinate security unit's participation in mock drills and rehearsals	3	2	1
PC12.respond to emergencies and irregular situations, within available means	3	2	1
PC13.call for assistance to control irregular situations	3	2	1
PC14.maintain personal safety and safety of security unit members	3	2	1
PC15.maintain security operations related documents and reports	3	2	1
PC16.listen to grievances of team members and resolve problems	3	2	1
PC17.record and report status and issues related to operations, personnel and equipment	3	2	1
PC18.plan operations as per site instructions and resource availability	3	2	1
PC19.deploy personnel and resources in an efficient manner	3	2	1
PC20.carry out temporary adjustments in deployment to cover deficiency of personnel and equipment	3	2	1
PC21.report to designated superior regarding deficiencies in personnel and equipment	3	2	1
PC22.organise security and guarding operations	3	2	1
PC23.organise briefing of guards and supervisors between the shifts	3	2	1
PC24.carry out periodic review of the deployment and operations	3	1	2
PC25.control functioning and operations of CCTV control room, if provided	3	1	2
PC26.follow the laid down procedure of key control	3	1	2
PC27.institute a system of supervision, periodic/ surprise checks/ inspections and reporting	3	1	2
PC28.prepare, issue and monitor patrolling plan	3	1	2
PC29.debrief guards/ patrols/ supervisors after the tasks	3	2	1
PC30.take feedback	3	2	1
PC31.deal with lost and found property	3	2	1
PC32.identify likely threats and risks to premises from outside	2	1	1
PC33.summarize access control procedure and functioning of the equipment in use	3	2	1
PC34.organise/ coordinate training of team members in operation of provided security equipment	3	2	1
PC35.brief team members regarding people/ vehicles/ material authorized to enter/ leave premises	3	2	1
PC36.identify papers, passes, permission and documentation to facilitate entry and exit of people/	2	1	1

	vehicles/ material to and from the premises				
	PC37.identify procedure of screening and search operations and the functioning of equipment in use		2	1	1
	PC38.organise/ coordinate training of team members in operation of provided security equipment		2	1	1
	PC39.sensitize subordinates to respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity		2	1	1
	PC40.deal with persons and vehicles violating laid down procedures		2	1	1
	PC41.identify presence of prohibited/ unauthorised items		1	1	0
	PC42.segregate material containing prohibited/ unauthorised items		2	1	1
	PC43.identify procedures for traffic control, parking and operation of the equipment in use		1	1	0
	PC44.organise/ coordinate training of team members in operation of provided equipment		2	1	1
	PC45.ensure vehicular traffic in the premises is regulated		1	0	1
	PC46.organise parking operations		2	1	1
	PC47.deal with irregular situations		2	1	1
MEP/N7207 Organise training of a security unit	PC1.have general understanding of legislation/ regulations, organizational requirements relating to standards of training in the Private Security Sector (PSS)		6	4	2
	PC2.identify and report site-specific training requirements for security personnel		6	4	2
	PC3.coordinate with trainers to train security unit members		6	4	2
	PC4.brief security unit on training schedule		6	4	2
	PC5.carry out/ facilitate induction training		6	4	2
	PC6.carry out/ facilitate on-the-job training		6	4	2
	PC7.facilitate training of team members in the operation of security, communication and fire safety equipment by trainers		6	3	3
	PC8.coordinate and participate in mock-drills/ rehearsals for security unit as per site instructions		6	3	3
	PC9.enforce organisation's standards of grooming, conduct and behaviour		6	3	3
	PC10.motivate security team through personal example and involvement	60	6	3	3
MEP/N7208 Administer a security unit	PC1.commence operations at a new or existing site, as per site instructions		3	2	1
	PC2.assess site-specific administrative requirements		4	2	2
	PC3.inform superiors about the requirements		3	2	1
	PC4.issue identity cards to security unit members	85	3	2	1

	PC5.inform superior about complaints/ suggestion received from employer		3	2	1
	PC6.interact with security unit members frequently		3	2	1
	PC7.resolve grievances of staff		3	2	1
	PC8.maintain confidentiality of information		3	2	1
	PC9.receive/ issue/ account for stores meant for security unit		3	2	1
	PC10.prepare attendance sheet, overtime details and MIS reports		3	2	1
	PC11.oversee documentation of new entrants/ those leaving the site		3	2	1
	PC12.handle and account for petty cash		3	2	1
	PC13.pursue pending issues of security unit and Agency with employer		3	2	1
	PC14.identify and address important administrative concerns		3	2	1
	PC15.arrange for accommodation, transportation and food for security unit members		3	2	1
	PC16.issue uniforms and accoutrements to the security unit members		3	2	1
	PC17.enforce dress code		4	2	2
	PC18.maintain discipline		4	2	2
	PC19.1iaise with own Agency and employer to resolve issues		4	2	2
	PC20.ensure privacy and personal safety of the security unit members, especially of the female staff		4	2	2
	PC21.motivate team through personal example and concern		4	2	2
	PC22.be impartial in dealings		4	2	2
	PC23.assess performance and standards of security unit members		4	2	2
	PC24.counsel team members on their performance and conduct		4	2	2
	PC25.recommend deserving personnel for promotion and rewards		4	2	2
MEP/N7209 Manage security operations in different deployment contexts	PC1.manage security operations as per organisation's procedures and site instructions	50	3	2	1
	PC2.assess and lay down plans for addressing site/domain- specific threats and risks		3	2	1
	PC3.assess deployment-specific training requirements for personnel		3	2	1
	PC4.provide induction/ on-the-job training to the security unit members		2	1	1
	PC5.deploy personnel and equipment as per site instruction		5	3	2
	PC6.employ armed security guards and personal security officers		2	1	1

	PC7.brief the unit and appointments on their assigned tasks		3	2	1
	PC8.assess and communicate any bomb threat calls received through emails, letters and telephone calls to management and other agencies		3	2	1
	PC9.prepare to execute contingency plans for effective situational response to bomb threat calls		4	3	1
	PC10.assist and coordinate with police and bomb search and disposal squads		3	1	2
	PC11.execute evacuation of premises, if required		3	1	2
	PC12.control response of the security unit to other domain- specific risks and threats		3	2	1
	PC13.handle other emergencies effectively		2	1	1
	PC14.carry out routine/ surprise checks and inspections		3	2	1
	PC15.communicate effectively with stakeholders		2	1	1
	PC16.report and record details related to security operations		3	2	1
	PC17.review security plan and security unit's performance periodically		3	2	1
MEP/N7210 Handle emergencies and security incidents	PC1.follow organisational procedures while responding to emergencies and security incidents		2	1	1
	PC2.train and prepare security unit to respond to emergencies and security incidents		3	2	1
	PC3.take appropriate action		3	2	1
	PC4.identify and investigate causes of alarms		3	2	1
	PC5.inform and seek assistance		2	1	1
	PC6.ensure personal safety and safety of security unit members		3	2	1
	PC7.instruct security unit members in the event of emergencies		3	2	1
	PC8.assist in evacuation of casualties and affected people		3	1	2
	PC9.assist in evacuation of premises, as per emergency plan		3	1	2
	PC10.cordon off the area, control traffic and movement		3	1	2
	PC11.participate in post-incident process of identifying victims, witnesses and suspects		3	1	2
	PC12.record and report incident-related details		2	1	1
	PC13.cooperate in investigation		3	1	2
	PC14.sensitize security unit members on findings of the investigation		2	1	1
	PC15.maintain the security and confidentiality of information	40	2	1	1

MEP/N7211 Reduce risks to health and safety in the workplace	PC1.carry out security operations in line with workplace health and safety norms	50	5	4	1
	PC2.identify the main safety and health-related threats/ risks within the premises		5	3	2
	PC3.participate in discussions/ training on safety and health issues		5	4	1
	PC4.implement health and safety-related procedures		5	3	2
	PC5.enforce the use of personal protective equipment (PPE)		5	3	2
	PC6.ensure safety of self and security team members		5	3	2
	PC7.identify key people for anchoring safety and health- related roles		4	2	2
	PC8.ensure placement of provided equipment and signage as per plan		4	2	2
	PC9.participate in mock drills/ rehearsals		4	2	2
	PC10.deal with emergencies and hazards with available means		4	2	2
	PC11.report and record safety and health incidents		4	3	1
MEP/N7212 Maintain effective communication	PC1.liaise and communicate effectively with stakeholders on security functions	60	3	2	1
	PC2.institute a system of receiving feedback from stakeholders		3	2	1
	PC3.enforce organisation's standards of communication, behaviour and courtesy within the security unit		4	2	2
	PC4.operate communication equipment effectively		4	2	2
	PC5.communicate security-related protocol to stakeholders		3	2	1
	PC6.interact with media on instructions		3	2	1
	PC7.resolve queries/ complaints of stakeholders as per procedure		3	2	1
	PC8.train security personnel in required communication etiquettes		5	3	2
	PC9.educate security staff on gender, cultural and religious sensitivities		3	2	1
	PC10.intervene and resolve instances of aggressive and unruly behaviour		3	2	1
	PC11.identify essential documents to be maintained by the security unit		3	2	1
	PC12.adopt format for recording information/ incidents as per organizational procedure		3	1	2
	PC13.decide on timelines and frequency for submission of reports		3	2	1
	PC14.use computers and other equipment to facilitate documentation		3	2	1
	PC15.record and store documents as per organizational procedure		2	1	1

	PC16.forward report/ feedback to designated superior		3	2	1
	PC17.store and handle information/ media generated by the security equipment(s) as per organisational procedure		3	2	1
	PC18.share information with authorized stakeholders on instructions		3	2	1
	PC19.maintain security and confidentiality of information		3	2	1
MEP/N7102 Conform to legal requirements while undertaking security operations	PC1.comply with legal provisions as applicable to security operations	30	3	2	1
	PC2.obtain clarifications in case of doubt		3	2	1
	PC3.take cognizance of offences and report to superiors/ police		3	3	0
	PC4.assist client in lodging complaint and FIR		3	2	1
	PC5.cordon off place of incident/ accident		3	2	1
	PC6.preserve evidence, if possible		3	2	1
	PC7.report and record details of security incident/ accident accurately		3	2	1
	PC8.co-operate in investigations		3	2	1
	PC9.give evidence in court, if required by law		3	2	1
	PC10.sensitize subordinates on legal provisions affecting their role		3	2	1