





Competency Standards

National Vocational and Technical Training Commission (NAVTTC) Government of Pakistan





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1. Introduction

Security services or persons provided to public / private sector to protect the assets, property and personnel etc. from a variety of hazards such as waste, damaged property, unsafe worker behaviour, criminal activity such as theft, etc. by enforcing preventative measures. Security guards do this by maintaining a high-visibility presence to deter illegal and inappropriate actions, looking either directly, through patrols, or indirectly, by monitoring alarm systems or video surveillance cameras for signs of crime or other hazards such as a fire, taking action to minimize damage such as warning and escorting trespassers off property, and reporting any incidents to their clients and emergency services such as the police or paramedics.

Security guards and their officers are generally uniformed to represent their lawful authority to protect private property. Security guards are generally governed by legal regulations, which set out the requirements for eligibility (e.g., a criminal record check) and the permitted authorities of a security guard in a given jurisdiction. The authorities permitted to security guards vary by country and subnational jurisdiction.

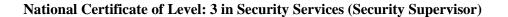
Until the 1980s, the term watchman and then night-watchman was more commonly applied to this function. Both the terms were replaced with the modern security-based titles. Security guards/officers are sometimes regarded as fulfilling a private policing function.

Security services have significant role in the life of every human being, though one may not truly sense its importance in our daily routine. Thus, the importance of Security services may be determined according to its usefulness in our daily life. Therefore, industry expectations for skilled workforce are also dynamic which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being familiar of this fact, National Vocational & Technical Training Commission (NAVTTC) developed competency standards for Security services under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading agencies of the country.

2. Purpose of the Qualification

The purpose of this qualification is to set high professional standards for Security Services sector. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for security services industry



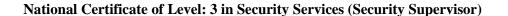




3. Core competencies of the Qualification

The Security services qualifications of level:2- 4 consists 20% of Theory and 80% of Practical, and for Level-5 consists 40% of Theory and 60% of Practical. The Core competencies of the qualification are as follows:

Codes	Competencies Standards	Category	Level
1.	Develop basic computer operating skills	Technical	
2.	Control a guard dog under operational conditions	Technical	
3.	Prevent illegal items passing through ports	Technical	
4.	Provide Close Protection to VIPs	Technical	
5.	Provide secret security in retail environments	Technical	
6.	Provide security at approved venues	Technical	2
7.	Provide Security for Cash Transit	Technical	3
8.	Assess and address risk to the environment	Technical	
9.	Maintain weapons	Technical	
10.	Provide Security to Educational Institution	Technical	
11.	Operate metal detectors/Walk through Gates	Technical	
12.	Detect illegal items using X-ray machine	Technical	







4. Date of Validation

The level-5 of National qualification on Security Services has been validated by the Qualifications Validation Committee (QVC) members on 20-24 July, 2020 and will remain valid for 3 years.

5. Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analysing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification for Security Guard level: 2-5							
Code Description							
Level 2 National Qualification Certificate, in "Security Guards"							
	Level 3 National Qualification Certificate, in "Security Supervisor"						
	Level 4 National Qualification Certificate, in "Security Officer"						
	Level 5 National Qualification Certificate, in "Security Manager"						

6. Members of Qualifications Development Committee

The following members participated in the qualification's development and validation of these qualifications:

S#	Name	Designation	Organization
1	Lt Col Sharjeel Zubair (Retd)	Owner	Security Co, Lahore
2	Lt Col. ® Zulfiqar	Principal	NLC Dina
3	Lt Col. ® Zia ur Rehman	Ex. Principal	NLC Amangarh Nowshera
4	Maj ® Khalid Hussain	Director	Security 2007, Lahore
5	Capt. ® M. Zammad Zia	Director	Eagle Security Services Lahore
6	Mr. Jabbar Ahmad	Director	Griffin Security Services Lahore
7	Engr. M. Hassan	Emergency Security officer	Safety Training Academy Rescue 1122, Lahore
8	Mr Awais Ali	Assistant Manager (CCTV Security)	Telenor, Islamabad
9	Mr. Tariq Mahmood	Emergency officer	Safety Training Academy Rescue 1122, Lahore
10	Mr. Naveed Anjum	Asstt. Security In charge	PCSIR Lahore
11	Mr. Jawaria Qazi	Web. Admin	PBTE Lahore
12	Mr. Abdul Maqsood	Principal	GPI Mardan





13	Engr. Inayat ur Rehman	DACUM, Facilitator	Peshawar
14	Ms Mehwish Aisha	CBT expert/Certified Assessor	Consultant Lahore
15	Ms Saima Asghar	Senior Instructor/Certified Assessor	STEP Institute Lahore
16	Atif Anees	Consultant PSDF	PSDF Lahore
17	Muhammad Ishaq	QDC Coordinator	NAVTTC, Islamabad

7. Members of Qualifications Validation Committee

The following members participated in the qualification's development and validation of these qualifications:

S#	Name	Designation	Organization
1	Lt Col ® Sharjeel Zubair	Owner	Security Co, Lahore
2	Lt Col. ® Zulfiqar	Principal	NLC Dina
3	Maj ® Khalid Hussain	Director	Security 2007, Lahore
4	Capt. ® M. Zammad Zia	Director	Eagle Security Services Lahore
5	Mr. Jabbar Ahmad	Director	Griffin Security Services Lahore
6	Mr. Rashid Ali Khan	Asstt. Professor	KP-TEVTA
7	Mr Awais Ali	Assistant Manager (CCTV Security)	Telenor,Islamabad
8	Mr. Sohail Aslam	Office Assistant	PVTC Lahore
9	Mr. Naazir Khan Niazi	Chairman	PBTE Lahore
10	Mr. Abdul Maqsood	Principal	GPI Mardan
11	Ms Mehwish Aisha	CBT expert/Certified Assessor	Consultant Lahore
12	Ms Saima Asghar	Senior Instructor/Certified Assessor	STEP Institute Lahore
13	Atif Anees	Consultant PSDF	PSDF Lahore
14	Syed Salman Shah	Dy. Manager	P-TEVTA
15	Engr. Inayat ur Rehman	DACUM, Facilitator	Peshawar
16	Muhammad Ishaq	QDC Coordinator	NAVTTC, Islamabad

8. Entry Requirements

The entry for National Vocational Certificate level-5, in (Services Sector) "Security Services" are given below:

Title	Entry requirements
National Vocational Certificate	Entry for assessment for this qualification is open. However,
level-2, in (Security Services) "Security Guard"	entry into formal training institutes, based on this qualification





	may require skills and knowledge equivalent to middle (Grade 8).
	Age: Minimum 18 years
	Entry for assessment for this qualification is open. However,
National Vocational Certificate	entry into formal training institute for this qualification is person
level-3, in (Security Services) "Security Supervisor"	having National Vocational Certificate level-2, in (Security
occurry oupervisor	Services) "Security Guard" with minimum 3 years' experience.
	Entry for assessment for this qualification is open. However,
National Vocational Certificate	entry into formal training institute for this qualification is person
level-4, in (Security Services)	having National Vocational Certificate level-3, in (Security
"Security Officer"	Services) "Security Supervisor" with minimum 3 years'
	experience.
	Entry for assessment for this qualification is open. However,
National Vocational Certificate	entry into formal training institute for this qualification is person
level-5, in (Security Services) "Security Manager"	having National Vocational Certificate level-4, in (Security
Occurry Manager	Services) "Security Officer" with minimum 5 years' experience.

9. Proposed Scheme of Studies

Security Supervisor (Level-3)

Codo	Name of Cubicate	Cotomony	Contact Hour			O== =1!4
Code	Name of Subjects	Category	Th	Pr	Total	Credit
000000000	Develop basic computer operating skills	Digital skills	15	35	50	5
000000000	Control a guard dog under operational conditions	Technical	15	25	40	4
000000000	Prevent illegal items passing through ports	Technical	15	35	50	5
00000000	Provide Close Protection to VIPs	Technical	20	60	80	8
000000000	Provide secret security in retail environments	Technical	15	25	40	4
00000000	Provide security at approved venues	Technical	15	35	50	5
00000000	Provide Security for Cash Transit	Technical	15	35	50	5
000000000	Assess and address risk to the environment	Technical	15	25	40	4
00000000	Maintain weapons	Technical	15	25	40	4
00000000	Provide Security to Educational Institution	Technical	15	45	60	6
000000000	Operate metal detectors / Walk through Gates	Technical	15	45	60	6
00000000	Detect illegal items using X-ray machine	Technical	15	25	40	4





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10. Qualification Packaging of Security Services

Regular Courses of Security Services (Level: 2-5)								
S #	Occupations	Competencies Standards	No of Modules	Level	Occupation Credit Hours	Training duration		
1	Security Guard	CS:1 To CS:9	9	2	60	6 Months		
2	Security Supervisor	CS:10 To CS: 21	12	3	60	6 Months		
3	Security officer	CS:22 To CS:26	5	4	120	1 Year		
4	Security Manager	CS:27 To CS:31	5	5	120	1 Year		

11. Occupation Packaging of Security Services

	Short Courses								
S #	Occupations	Competencies Standards	No of Modules	Level	Occupation Credit Hours	Training duration			
1.	CCTV Supervisor	CS:19, CS:23 & CS:25	3	4	42	6 Months			
2.	Airport Security Officer	CS:11, CS:21, CS:24, CS:27 & CS:35	5	4	44	6 Months			
3.	Cash Transit Security Guard	CS: 7, CS:15, CS:16, & CS:17	4	3	25	3 Months			
4.	VIP Protection Guard	CS:12, CS:16 & CS:17	3	3	25	3 Months			
5.	Educational Institution Security Guard	CS:16, CS:17, CS:18, & CS:24	4	2	27	3 Months			
6.	Security Guard with Guard Dog	CS:5, CS:10, CS:14, & CS:20	4	2	27	3 Months			





12. Detail of Qualifications and its Competency Standards

B. National Certificate of Level: 3 in Security Services (Security Supervisor)

10. Develop basic computer operating skills

Overview: This competency standard covers the skills and knowledge required to Operate MS word, Operate MS Excel, Operate MS Power Point, Perform Browsing and Print Document.

P1. Perform Microsoft basic commands in MS word P2. Open File P3. Format a file i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing P1. Perform search online on new trends in the market with the	Competency Units	Performance Criteria
CU1. Operate MS word i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P1. Perform Microsoft basic commands in MS word
i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P2. Open File
ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P3. Format a file
iii. Page number iv. Insert pics / table/hyperlink P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		i. Font (Type/size/bold/Italic)
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P4. Save a File P5. Save a folder P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		iii. Page number
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P1. Perform basic commands in Microsoft MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P4. Save a File
CU2. Operate MS Excel P2. Open a worksheet P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P5. Save a folder
CU2. Operate MS Excel P3. Sum functions P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P1. Perform basic commands in Microsoft MS Excel
CU2. Operate MS Excel P4. If functions P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P2. Open a worksheet
P5. Basic calculations P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P3. Sum functions
P6. Table and graphs P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs	CU2. Operate MS Excel	P4. If functions
P7. Save a worksheet/folder P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P5. Basic calculations
CU3. Operate MS Power Point P1. Prepare Microsoft power point presentation with basic commands P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P6. Table and graphs
CU3. Operate MS Power Point P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P7. Save a worksheet/folder
P2. Make a power point file P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		P1. Prepare Microsoft power point presentation with basic
Point P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs		commands
Point P3. Insert pics/table/hyperlink P4. Design a theme for slides P5. Save a power point file P1. Perform browsing on the internet as per needs	CU3. Operate MS Power	P2. Make a power point file
P5. Save a power point file P1. Perform browsing on the internet as per needs	-	P3. Insert pics/table/hyperlink
P1. Perform browsing on the internet as per needs		P4. Design a theme for slides
		P5. Save a power point file
CU4. Perform Browsing P2. Perform search online on new trends in the market with the		P1. Perform browsing on the internet as per needs
	CU4. Perform Browsing	P2. Perform search online on new trends in the market with the
help of internet		help of internet





	P1.Select Printer
CU5. Print Document	P2.Select page setup
	P3.Print relevant pages

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Define Basic parts of computers
- K2. Describe the Importance and uses of MS Word
- **K3.** Describe the Importance and uses of MS Excel
- **K4.** Describe the Importance and uses of MS Power Point
- **K5.** Describe the importance of Internet.
- **K6.** Use of various search engines like Google, U-tube etc.
- **K7.** Describe Printing Procedure.

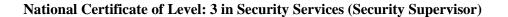
Critical Evidence(s)

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ✓ Operate MS word
- ✓ Operate MS Excel
- ✓ Operate MS Power Point

Tools & Equipment

- 1. Computer sets
- 2. Multimedia
- 3. Computer Tables
- 4. Chairs
- 5. Printer.
- 6. Internet facility.







11. Control a guard dog under operational conditions

Overview: This competency standard covers the skills and knowledge required to patrol designated areas with a guard dog, control entry to premises whilst handling a guard dog, capture suspects with the aid of a guard dog and deal with incidents caused by guard dog.

P1 Identify area of responsibility P2 Check dog training parameters P3 Control guard dogs using recognized words and ges of command P4 Carry out patrols in line with legislation and instruction P5 Take prompt and appropriate action when the dog's	
P3 Control guard dogs using recognized words and ges of command P4 Carry out patrols in line with legislation and instruction	
of command P4 Carry out patrols in line with legislation and instruction	
P4 Carry out patrols in line with legislation and instruction	stures
DE Take prompt and appropriate action when the dog's	ons.
CU1. Patrol designated P5 Take prompt and appropriate action when the dog's	
areas with a guard reactions indicate a possible threat to security	
dog P6 Recognize and respond to changes that could affect	t the
effectiveness of patrolling with a guard dog	
P7 keep concentration of attention of dog upon his duty	,
P8 Observe dog's reaction on any occurrence	
P9 Ensure random patrolling in area of responsibility	
P10 Follow SOPs on working hours for dog and himself.	
P1 Demonstrate how to relax the dog when it is not on on	duty
P2 Take prompt and appropriate action when the dog's	
reactions indicate possible unauthorised entry	
CU2. Control entry to P3 Respond to unauthorised entry in line with the given	
premises whilst instructions	
handling a guard dog P4 Maintain safety of people as per requirement	
P5 Control authorised entry by respective person only.	
P6 Search of all by guard dog as per SOPs.	
P7 Hold and report to management for illegal items.	
P1 Aapprehend suspects as per organizational SOPs	
particularly using a guard dog	
P2 Isolate suspects immediately.	
CU3. Capture suspects with p3 Carry out body search for legal / illegal items.	
the aid of a guard dog P4 Confiscate all communicating / objectionable devices	
P5 Report all apprehensions to management.	
P6 Keep close eye on all activities of suspect	





		P1	Maintain safe distance between the dog and other people
			at all times
		P2	Apply first AID to the injured being bitten by dog.
CU4. Deal w	vith incidents	Р3	Take effective action to prevent any attack by the dog
		P4	Report the situation promptly to concern person when a
			guard dog behaves abnormal
		P5	Report incident to management ASAP.
		P6	Evaluate reason for such incidents.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Describe how changes in weather conditions, other environmental conditions can affect guard dogs' senses
- **K2.** State the organisation's policies, procedures and instructions to be followed when controlling entry to premises and searching premises with a guard dog
- **K3.** State the current relevant legislation, regulations, codes of practice and guidelines relating to apprehending people suspected of committing an offence with the aid of a guard dog, including:
 - criminal damage
 - offences against people
 - vagrancy
 - public order
 - misuse of drugs
- **K4.** Explain why it is important to preserve evidence and record accurate details at the time a suspect is apprehended
- **K5.** Identify which authorities have to be informed that a suspect has been apprehended and how to contact them
- **K6.** Describe the injuries that can be caused by dogs
- **K7.** Handle guard dog as per training parameters
- **K8.** Know and understand the habits of guard dog to obtain assigned task.
- **K9.** Explain tools and items required during patrolling with dog

Critical Evidence(s) Required

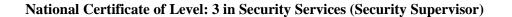




The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Control guard dogs using recognized words and gestures of command
- > Demonstrate how to keep the guard dog under control.
- Carry out patrols in line with legislation and instructions in a way that makes best use of the dog's natural senses
- Recognize and report to the appropriate person any potential hazards to the dog
- > Take prompt and appropriate action when the dog's reactions indicate a possible threat to security
- Recognize and respond to changes that could affect the effectiveness of patrolling with a guard dog
- > Take prompt and appropriate action when the dog's reactions indicate possible unauthorised entry
- Respond to unauthorised entry in line with instructions and in a way that makes best use of the dog

- 1. Stationery Items
- 2. Calculator
- 3. Torch
- 4. Dog Chain
- 5. Measuring Tape
- 6. Compass
- 7. White Chalk
- 8. Whistle
- 9. Walki Talkie set







12. Prevent illegal items passing through ports

Overview: This competency standard covers the skills and knowledge required to prevent illegal items passing through ports, screen people, and his baggage passing through ports, search people, and his baggage passing through ports and screen and search vehicles, cargo, goods and stores passing through ports

Competency Units	Performance Criteria
	P1 Identify authorized entry points at port
	P2 Identify illegal items
	P3 Identify invalid authorisations for persons and vehicles
	wishing to pass through ports
	P4 Identify current trends and techniques used to conceal
CU1. prevent illegal items	unauthorised items and disguise tampering.
passing through ports	P5 Apprehend personnel with illegal items
	P6 Identify the actions to be taken when unauthorised items are
	found and to whom this should be reported
	P7 Inventory of seized illegal items as per procedure
	P8 Inform concerned authorities.
	P9 Hand over items to the authorities as per procedure
	P1 Check that the screening equipment and system in use is
	working properly using approved procedures
	P2 Confirm that persons wishing to pass through ports have the
	valid authorization
	P3 Request authorized persons to pass through screening
	equipment in a clear and polite manner
	P4 Operate scanners for screening
CU2. screen people, and	P5 Demonstrate how to ensure baggage is loaded and
his/her baggage	positioned correctly for effective screening
passing through ports	P6 Physically search people as per procedure
	P7 Interpret images from the screening equipment correctly to
	identify potentially unauthorized items
	P8 Take prompt action in line with instructions and guidelines to
	indications from screening equipment of potentially
	unauthorized items
	P9 Take prompt and effective action to maintain safety and
	security if screening equipment fails or malfunctions





	P10 Record and report the details of screening in line with
	instructions
	P11 Seize illegal items / make inventory as per procedure
	P12 Inform concerned authorities/hand over Items / personnel
	as per procedure.
	P4 Search vehicles, cargo, goods and stores as per procedure
	P5 Demonstrate how to search at frequencies and in patterns
	that are:
	in line with instructions
	appropriate to the defined level of threat
	in suitable locations
	in the presence of suitable witnesses
	 correctly recorded and reported
CU3. screen and search	P4 Demonstrate how to be polite, professional and courteous
vehicles, cargo, goods and stores passing	while searching
through ports	P5 Demonstrate how to prevent anyone interfering with the
	search process
	P6 Take appropriate and permitted action if a person is
	attempting to avoid being searched
	P7
	P8 Take prompt and effective action to maintain safety and
	security if screening equipment fails or malfunctions
	P9 Take prompt and appropriate action, in line with instructions
	and guidelines, when unauthorised items are found

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Check that the screening equipment and system in use is working properly using approved procedures
- **K2.** Describe interpersonal skills and how to use them during screening of people and their property
- **K3.** List the types of authorisation for persons and vehicles wishing to pass through ports
- **K4.** Identify invalid authorisations for persons and vehicles wishing to pass through ports
- **K5.** Explain how baggage must be loaded and positioned correctly on screening equipment





- **K6.** Describe the limitations of screening equipment to detect unauthorised items
- K7. Describe how to respond to limitations of screening equipment to detect unauthorised items
- **K8.** Identify current trends and techniques used to conceal unauthorised items and disguise tampering
- **K9.** Describe the difficulties that can arise during searches and how to respect these, including:
 - cultural and religious sensitivities
 - language
 - aggression
 - anxiety
 - non cooperation
- **K10.** Describe how to recognise search avoidance methods and how to deal with them
- **K11.** State the range of unauthorised items and their components to be looked for during screening
- **K12.** Describe the procedure for seizure / inventory illegal items
- **K13.** Describe concerned authorities for handing over unauthorized Items / personnel as per procedure.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

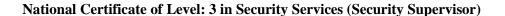
- > Identify illegal items
- Identify invalid authorisations for persons and vehicles wishing to pass through ports
- Identify current trends and techniques used to conceal unauthorised items and disguise tampering
- > Search procedure of baggage, vehicles, cargo, goods and stores
- Apprehension/detention of personnel carrying illegal items
- Proficiency in seizure/ inventory of illegal items.
- Identify the actions to be taken when unauthorised items and reporting procedure.

- 1. List of illegal items for entry.
- 2. List of authorized personnel for entry.
- 3. Detector/scanners of items.





- 4. Tools/levers for opening containers/stores
- 5. Licensed pistol/gun
- 6. Contact numbers of concerned authorities /LEAs/police.







13. Provide Close Protection to VIPs

Overview: This competency standard covers the skills and knowledge required to identify the risks/ threats to which VIP is vulnerable, identify the special techniques used while providing close protection to VIPs, take measures to ensure safety cover to VIP and ensure safe recovery of VIP from incident site.

Competency Units	Performance Criteria
	P1. P2. Demonstrate skills for Close Quarter combat.
CIII Evecute the enecial	P3.
CU1. Execute the special techniques used	P4. Check special clearance of personnel of VIP squad.
while providing close	P5. Calculate travelling time and halts if any.
protection to VIPs	P6. Identify bottle necks on route and take correct action as per
	requirement.
	P7. Provide cover by follow up squad and ambulance.
	P1.
	P1. Provide safe passage to VIP in case of any incident.
CU2. Ensure safe recovery	P2. Handover site to fighting party and extricate with VIP.
of VIP from incident site	P3. Provide first aid in case of injuries to VIP.
5.1.5	P4. Conduct post operation analysis of situation.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Explain techniques of Close Protection of VIP.
- K2. Explain categorization of VIP.
- K2. Explain Socio-political environments of specific area of operation.
- K3. Explain capabilities of various equipment used in Close protection operations.
- K4. Explain drills involved in extrication of VIP from incident site.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Understand Techniques involved in Close Protection operations.





- ➤ Knows types of various equipment used in close Protection operation.
- > Knows drills for extrication of VIP from incident site.
- Familiarization of various alternative routes in area of operation.

- 1. Appropriate weapons
- 2. Wireles Equipment
- 3. First aid kit





14. Provide secret security in retail environments

Overview: This competency standard covers the skills and knowledge required to maintain covert security presence and respond to security alarms.

Competency Units	Performance Criteria		
	P1	Seek reports frequently	
	P2	Avoid frequent interaction	
	P3	Avoid exposure of source to others	
	P4	Ensure backing up of source	
	P5	Carry out covert security observations in line with:	
CU-1 Maintain covert		 Organizational policies and procedures 	
security presence		 Relevant legal requirements 	
		 Codes of practice 	
	P6	Communicate with colleagues and the relevant authorities in	
		ways that maintains the covert security role	
	P7	Record activities as potential evidence as per SOPs	
	P1	Respond to security alarms that does not compromise the	
		covert security role, in line with the organisation's policies	
CU-2 Respond to security		and procedures	
alarms	P2	Take appropriate action after alarm	
	P 3	Report defective security alarm systems to the appropriate	
		person	

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Give examples of suspicious behaviour in a retail environment
- **K2.** Describe how to dress, behave and communicate with others to preserve the covert role
- **K3.** Explain sources which can be used for covert security.
- **K4.** Understand the report of source, its analysis and its authenticity/ credibility.
- **K5.** Explain techniques to hire a source
- **K6.** Explain types of various alarms
- **K7.** Explain drills in response to various alarms.
- **K8.** Explain why it is important to record and maintain all observations and report

Critical Evidence(s) Required

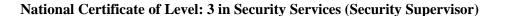




The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- > Dress appropriately for the retail environments in which the covert security is being provided
- Communicate with colleagues and the relevant authorities in ways that maintains the covert security role
- > Record activities as potential evidence
- > Identify the type and locations of security alarm systems to which a response is required
- > Switch off alarm after activation of concerned team

- 1. Stationery Items
- 2. Calculator







15. Provide security at approved venues

Overview: This competency standard covers the skills and knowledge required to interpret the law, regulations, codes of practice and guidelines as they apply to approved premises, control entry to approved venues and prevent adverse behaviour at approved venues

Competency Units	Performance Criteria
CU1. Acquire documents	P1. Interpret the law, regulations, codes of practice and
relating to relevant law,	guidelines as they apply to approved premises.
regulations, codes of	P2.
practice and guidelines	P3. Consult relevant documents whenever in doubt / need.
	P1 Identify authorized personnel for entry.
	P2 Confirm and record that security and protection equipment is
	functioning correctly.
CU2. Control entry to approved venues	P3 Carry out necessary checks before entry.
approved venues	P4 Prevent/resist unauthorized entry.
	P5 Prevent adverse behavior at approved venues
	P6 Report unauthorized entry to concerned authority.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** State the current relevant legislation, regulations, codes of practice and guidelines relating to licensed venues and implications for the security operative
- **K2.** Outline the requirements for equal opportunities, including freedom from:
 - prejudice
 - discrimination
 - harassment
 - stereotyping
- **K3.** State the conditions attached to the authorized entry
- **K4.** Describe the limits of personal authority and responsibility relating to entry to and exit from licensed venues
- **K5.** Understand language /terminology used in documents relating to relevant law, regulations, codes of practice and guidelines
- **K6.** State the site instructions for controlling entry to the authorized venue.
- **K7.** Describe how to get immediate help from other people when it is needed to maintain control of





entry

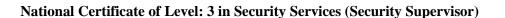
- **K8.** State the reason for recording opening and closing checks
- **K9.** State the limits of personal authority and responsibility relating to dealing with adverse behaviour at licensed venues
- **K10.** Describe how to maintain goodwill and remain professional when dealing with incidents
- **K11.** Describe the implications of any unprofessional behaviour when monitoring and controlling behaviour at authorized venues
- **K12.** Describe how to get immediate help from concerned authority in order to deal with adverse behaviour

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- > Ensure accurate/precise understanding of all documents
- Identify approved venues and their entry points.
- > Identify authorized personnel for entry.
- Confirm and record that the security and protection equipment is functioning correctly.
- > Identify promptly indications like adverse behaviour, illegal substances and dangerous items
- > Describe how to get immediate help from concerned authority in order to deal with adverse behaviour

- 1. Documents relating to relevant law, regulations, codes of practice and guidelines.
- 2. List of authorized personnel.
- 3. Metal detector/scanner
- 4. Licensed pistol/gun
- 5. Contact numbers of local police/LEAs







16. Provide Security for Cash Transit

Overview: This competency standard covers the skills and knowledge required to identify the risks/ threats to Cash during its transit, Identify the special techniques used to counter any threats and exercise drills involved in handling related incident.

Competency Units	Performance Criteria
	P1. Identify the risks/ threats to Cash during its transit
CU1. Identify the Special	P2. Ensure cash transit bags are sealed appropriately.
techniques used to	P3. Complete the documentation for cash transit.
counter any threats	P4. Secure cash bags according to the given instructions
	P5. Manage special slots for cash storage in vehicles.
	P1. Ensure maximum resistance while staying in vehicle.
CU2. Exercise drills	P2. Contact local police for coverage.
involved in handling	P3. Contact backup force of security company.
related incident	P4. Do not risk life for cash as it would be ensured.
	P5.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Explain recognition of bullet proof van for cash transit.
- **K2**. Explain cash handling limits announced by banks.
- **K3**. Explain political- Socio environments of specific area of operation.
- **K4**. Explain crime rate in area of operation to analyse threat expectancy.
- **K5**. Explain method of destruction of cash as per SOP of the bank.
- **K6**. Possession of contact details of local police and other important offices.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Understand Techniques involved in Cash transit.
- > Knows types of various seals and type of vehicles used for cash transit.
- Exercise drill and procedures in case of real threat.
- Familiarization of various alternative routes in area of operation.





- 1. Appropriate weapons
- 2. Wireles Equipment
- 3. First Aid Kit





17. Assess and address risk to the environment

Overview: This competency standard covers the skills and knowledge required to identify the risks to the environment arising as a result of workplace activities and minimize risks to the environment arising as a result of workplace activities

Competency Units		Performance Criteria
		P1 Identify workplace instructions, precautions and procedures
CU-1	Identify the risks to	relating to the control of risks to the environment
	the environment arising as a result of	P2 Identify the people in the hierarchy to whom environmental
	workplace activities	matters are reported
		P3 Report any occurrences that cause harm to the environment
		P1 Practice correct use of resources and materials as per SOPs
		P2 Follow suppliers', manufacturers' instructions for the safe use
CU-2	as a result of workplace activities	and storage of materials, products and equipment
		P3 Follow the correct instructions for disposal of materials and
		products which can be hazardous to the environment
		P4 Coordinate with staff to utilize solid waste management
		systems to avoid land pollution

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Describe environment friendly working practices relevant to the workplace
- **K2.** Explain the importance of remaining alert to the presence of hazards to the environment in the whole workplace
- **K3.** Explain the importance of dealing with, or promptly reporting, risks to the environment
- **K4.** Explain Health Safety Environments parameters.
- **K5.** Explain factors causing risk to environment.
- **K6.** Explain measures to avoid or minimize pollution.
- **K7.** Explain types of various pollutions
- **K8.** Explain measures to environment protection authorities.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify the people in the workplace to whom environmental matters should be reported





- Comply with the relevant legal requirements and workplace environmental instructions for the job role
- Practice resources and materials effectively and efficiently
- Follow suppliers', manufacturers' and workplace instructions for the safe use and storage of materials, products and equipment
- Communicate suggestions for limiting risks to the environment to the responsible person

- 1. Equipment to measure pollution ratio in environments,
- 2. PH meter,
- 3. Stethoscope to measure noises





18. Maintain weapons

Overview: This competency standard covers the skills and knowledge required to identify nature and level of fire, Identify nature and level of fire and inventory of relevant weapon.

Competency Units		Performance Criteria
		P1. Follow safety precautions for safe handling of weapon as
CUA	Identify relevant ween en	per SOPs
CU1.	Identify relevant weapon	P2. Identify capacity and capability of weapon
		P3. Select correct weapon with accessories and ammunition
		P1. Clean weapon before and after use
CU2.	CU2. Maintain functioning of weapon	P2.
		P3. Operate weapon
		P1. Keep license and records pertaining to weapon and
		ammunition
	•	P2. Record all the data of spares
	weapon	P3. Maintain record of proper handing / taking over
		P4. Maintain firing and repairing record of weapon

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Describe organizational SOPs regarding possession, safe custody and carriage of weapon and ammunition
- **K2.** Describe organizational SOPs with regard to maintenance of weapon
- **K3.** Describe types of weapons permitted for armed security duties

Critical Evidence(s) Required

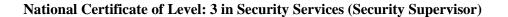
The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Follow safety precautions for safe handling of weapon as per SOPs
- Select correct weapon with accessories and ammunition
- Operate weapon without ammunition
- Maintain firing and repairing record of weapon





- 1. Weapon
- 2. Ammunition
- 3. Weapon cleaning kit
- 4. Authority Letter / licence







19. Provide Security to Educational Institution

Overview: This competency standard covers the skills and knowledge required to detect/prevent the risk of militant attack on educational institution, control situation/minimize damage/loss in case of militant attack on educational institution, assist all concerned in normalization of situation after attack.

Competency Units	Performance Criteria
	P1. Display ethical and professional behaviour in working with
	students, parents, school personnel and outside agencies
	associated with the school.
	P2. Carry out a visual check of the entire area of
	responsibility before the children start arriving in the morning.
	P3. Identify all entry and exit points and gaps in wall /fencing in
	area or responsibility.
	P4. Assist in proper illumination along the wall/fence in order to
	deny access to unauthorized persons in the night.
	P5. Check the concertina wire on the iron grills above the
	boundary wall to deter anyone from jumping over.
	P6. Ensure availability and placement of all necessary barriers at
	entry points to deny unauthorized access /entry.
	P7. Inspect and monitor the security of doors, windows and
CU1. Detect/prevent the risk of militant attack on	gates; check alarm systems and test for proper operation as
educational institution.	necessary.
cadoational motitation.	P8. Identify/recognize students, teachers and staff.
	P9. Maintain keen observation of all personnel and their
	movements /actions visually and/or using CCTV cameras.
	P10.Prevent illegal parking, tampering with vehicles and loitering
	in school parking lots according to established procedures.
	P11. Assist with traffic flow and crowd control before and after
	school and at special events as assigned.
	P12. Maintain proper log/record of all visitors.
	P13. Escort students and visitors as needed.
	P14. Conduct vehicle, property and person searches as
	assigned.
	P15. Identify/detect /watch for unauthorized persons, suspicious/
	criminal activity, discipline infractions, school rule violations
	and report to proper authorities using walkie talkie/





	telephone.
	P16. Communicate with local police and law enforcement
	Agencies (LEAs) to receive and exchange information
	related to security, crimes, investigations, school activities
	and safety issues as needed.
CU2. Control situation/ minimize Damage/Loss in case of militant attack on educational institution.	P1. Stop /restrict movement of suspect as far away as possible
	from the entrance/building by verbal warning/s or use of
	force as necessary.
	P2. Immediately activate/press the alarm bell and close the gate
	to segregate and secure the children/teachers/staff inside the
	school.
	P3. Rush the children already on the road/near entrance inside
	the school and close the school gates.
	P4. Gesture/indicate to those who are still in the cars and buses
	to move forward and leave the area.
	P5. Use armed force if suspect/militant ignores repeated
	warnings.
	P6 . Assist with evacuation of area/buildings and protection of
	students, teachers and staff in case of forced entry /access of
	militant/s.
	P7. Assist the school administration, police/LEAs and emergency
	personnel in handling the situation.
	P1. Provide first aid/CPR as required.
	P2. Assist in evacuation of wounded/casualties if needed.
CU3. Assist all concerned in normalization of situation after attack.	P3. Assist in damage /fire control as necessary.
	P4. Prepare occurrence/incident reports as requested.
	P5. Assist school administration in restoring normal functioning.
	P6. Assist administration and police/LEAs with investigations as
	assigned.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1. Explain ethical and professional behaviour while interacting with others.
- K2. Explain procedure for anti-sabotage checking of area.





- K3. Explain location of all entry and exit points and gaps in wall /fencing in area or responsibility.
- K4. Explain methods of monitoring area of responsibility.
- K5. Explain procedure for maintaining keen observation of all personnel and their movements /actions visually and/or using CCTV cameras.
- K6. Explain procedure for inspection of security of doors, windows and gates; checking alarm systems/bell.
- K7. Explain procedure for monitoring vehicles and parking lots.
- K8. Explain procedure of facilitating traffic flow and crowd control.
- K9. Explain procedure of maintaining log/record of all visitors.
- K10. Explain methods of conducting property, vehicle and person searches.
- K11. Explain signs/indications of suspicious personnel/movement.
- K12. Explain procedure for restricting suspicious person/movement.
- K13. Explain procedure for warning militant/s.
- K14. Explain procedure for isolating militant/s.
- K15. Explain procedure for armed action against militant/s.
- K16. Explain local police and law enforcement agencies and communication procedure.
- K17. Explain procedure for first aid/CPR.
- P18. Explain procedure for evacuation of wounded/casualties.
- P19. Explain methods of fire control.
- K20. Explain preparation of incident/occurrence reports.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

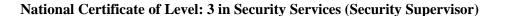
- Basic reading, writing and interpersonal skills.
- > Keen observation of all personnel and their movements/actions in area of responsibility.
- Proficiency in Detection/recognition of suspicious movement/behavior in area of responsibility.
- Ability to restrict/isolate militant.
- Proficiency in armed action against militant.
- Proficiency in contacting authorities concerned /accurate and detailed reporting of incident.
- > Ability to administer first aid/CPR.
- Ability to assist in casualty evacuation.





- ➤ Ability to assist in fire control.
- > Proficiency in handling handling/use of weapons.

- 1. List of telephone numbers of local/nearest police stations, LEAs and hospital(s).
- 2. Alarm system/suitable electric bell.
- 3. Telephone
- 4. Walkie Talkie.
- 5. Loudhailer.
- 6. Metal detector/Scanner.
- 7. CCTV cameras
- 8. Licenced Pistol/gun.
- 9. Bulletproof jacket, if available.







20. Operate metal detectors/ Walk through Gates

Overview: This competency standard covers the skills and knowledge required to Operate Metal Detector, Operate Walk through gates, respond to finding illegal items and Maintain inventory of legal items.

Competency Units	Performance Criteria
CU1. Operate Detecting/searching devices	P1. Operate Metal Detector
	P2. Check sound signals of metal detector
	P3. Operate Walk through gates.
	P4. Check sound signals of walk-through gates.
CU2. Respond to finding illegal items	P1. Identification of legal / illegal items by Metal detector / walk
	through gate.
	P2. Carry out detailed Search.
	P3. Detain the person having illegal items.
	P4. Inform the relevant authorities.
CU3. Maintain inventory of illegal items.	P1. Confiscate illegal items.
	P2. Maintain inventory.
	P3. Perform Tagging of illegal item.
	P4. Perform Handing and taking over of illegal items.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Describe Steps required for use of metal detector.
- **K2.** Explain the list of metal which are not detected by detector.
- **K3.** Explain the uses of walk-through gates.
- **K4.** What are the steps of operating walk-through gates?
- **K5.** Explain the process of maintaining inventory
- **K6.** Explain the tagging process.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Operation of metals detector.
- Know the use of metal detector.





- > Knowledge of detectable and non-detectable metals.
- > Steps for proper and whole search of a person.
- Knowledge about tagging.
- Process of handing and taking over of illegal items.

- 1. Metal detector
- 2. Walk through gate
- 3. Log books
- 4. Tags
- 5. Inventory Book
- 6. CCTV Record





21. Detect illegal items using X-ray machine

Overview: This competency standard covers the skills and knowledge required to, Operate X- Ray Machine, detect suspicious items and Report to concerned authorities.

Competency Units	Performance Criteria
CU1. Detect suspicious items	P1 Identify various illegal items by X-ray machine
	P2 Follow safety measure
	P3 Identify nature of suspicious items by X-ray scanner
	P4 Identify different suspicious package/luggage by X-ray
	scanner.
	P5 Carryout a detail manual search of suspicious package
CU2. Respond to finding illegal items	P1 Identify illegal items by X-ray scanner.
	P2 Detain the person having illegal items.
	P3 Inform the relevant authorities
	P4 Report to the concerned authorities.

Knowledge & Understanding.

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Explain the working techniques of X-rays Scanner.
- **K2.** Describe Steps required to Operate X-rays Scanner.
- **K3.** Explain the uses of X-ray machine.
- **K4.** What are the safety measurements of X-ray scanner?
- **K5.** Describe the suspicion item.
- **K6.** Explain the steps to report any suspicious item.
- **K7.** Describe the process of reporting to concerned authorities.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- > Details related about working of X-ray Scanner.
- Knowledge about use of X-ray scanner.
- > Steps for Safety measure.
- Detail Knowledge about suspicious item.
- Knowledge about reporting the concerned authorities





- 1. X-ray Scanner/ machine
- 2. bags
- 3. metal piece
- 4. log book