

DACUM Panel

1. Mr. Mekh Bahadur Thapa
Security Guard, Vibor Bank, Ktm.
2. Mr. Indra Kumar K.C.
Supervisor, Mahalaxmi Guard Supply Service, Ktm.
3. Mr. Pradeep Thapa, Security Guard,
JEVERS, Ktm.
4. Mr. Surya Bahadur Banjara, Security Guard,
Bisal Bazar Company, Ktm.
5. Mr. Kedar Thapa,
Guard, Pashupati Chetra Bikas Kosh, Ktm.
6. Mr. Balaram Shrestha,
Head Guard, Vibor Bank
7. Mr. Shiva Basnet, Head Guard, BID, Ktm.
8. Mr. Bishnu Bahadur Khadaka,
Guard, Bank of Kathmandu, Ktm.
9. Mr. Makan Bahadur Gurung,
Guard, Nepal Bank Ltd., Ktm.
10. Mr. Dhana Bahadur Baram, Guard
BSET, Mobile Security Service, Ktm.
11. Mr. Purna Singh Basnet,
Operation Officer, G4S Security
Service Nepal Pvt. Ltd., Ktm.
12. Mr. Padam Bahadur Adhikari,
Assist. Security Manager, Hotel Hyatt, Ktm.

DACUM Facilitator/Recorder

Mr. Ishwar Chandra Ghimire
Skill Testing Officer, NSTB
Mr. Bhumaheshwor Ranjitkar
Sanitary Instructor BSET

Supervisor

Mr. Ram Hari Devkota
Deputy Director NSTB

Task Varified Panel

1. Mr. Ishwor Lal Dhakal
Security Guard Commander, BSET
2. Mr. Shiva Prasad Sharma
Guard Commander, Nepal Bank, Balaju
3. Mr. Shiva Basnet
Head Guard, BID, Balaju
4. Mr. Purna Singh Basnet,
Operation Officer, G4S Security Service
Nepal Pvt. Ltd., Ktm.
5. Mr. Padam Bahadur Adhikari,
Asst. Security Manager, Hotel Hyatt
6. Mr. Krishna Bahadur Tamang
Inspector, G4S Security Service Nepal
Pvt. Ltd., Ktm.
7. Mr. Deep Bahadur. Shrestha
Security Officer, Bishal Bazar Company
8. Mr. Chitra Bahadur Pyakural
Security Guard, Bivor Bank, Ktm.

DACUM Facilitator/Recorder

Er. Gunananda Jha
Sr. Skill Testing Officer, NSTB
Mr. Baikuntha Shrestha
Sanitary Dep. Head BSET

Supervisor

Mr. Ram Hari Devkota
Deputy Director NSTB

Technical Sub Committee

1. Mr. Daman Man Singh Basnet
Coordinator, General Service Tech. Sub.
Committee
2. Mr. Chandra Bhakta Nakarmi
Director, NSTB, Sanothimi
3. Mr. Kedar Subedi, Safety and Security
Manager, Hyatt Regency, Ktm.
4. Mr. Yam Raj Thani, Sr. Training Officer,
G4S Security Service Nepal Pvt. Ltd.,
Ktm.
5. Mr. Purna Singh Basnet, Operation
Officer, G4S Security Service Nepal Pvt.
Ltd., Ktm
6. Mr. Ram Hari Devkota
Dy-Director, NSTB, Sanothimi
7. Mr. Ishwar Chandra Ghimire
Skill Testing Officer, NSTB, Sanothimi

Occupational Profile



Security Guard, L-1

(DACUM workshop on 22-23 Sep, 2009)

(Customized DACUM workshop 28 Oct, 2009)

(Technical Sub committee Meeting on 3, Jan., 2010)



Council For Technical Education and Vocational Training

NATIONAL SKILL TESTING BOARD

Madyapur Thimi 17, Sanothimi, Bhaktapur

Nepal

(NSTB approval date)

DUTIES and TASKS

A. Orient towards assignment

A1. Orient towards the duty (what, where, when, why and how)			A2. Deploy at the assignment/site			A3. Familiarize with the duty site			A4. Coordinate with fellow guards		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	2	3	2	2	3	2	3	3	1	2
A5. Relieve the fellow guard (Shift change)			A6. Familiarize with emergency exits			A7. Familiarize with staffs and management			A8. Familiarize with prominent landmarks/emergency services/local community		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	2	3	1	1	3	1	2	3	1	2

B. Perform handing and taking over of duties

B1. Check duty materials and equipment			B2. Hand/take over duty of materials and equipment			B3. Perform the site duty			B4. Relay/Receive and follow order		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	2	3	1	2	3	1	3	3	1	3
B5. Handover/Takeover of previous incident/occurrence			B6. Note down recent incident/occurrence			B7. Record the recent incident/occurrence			B8. Report the recent incident/occurrence		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	2	3	2	3	3	1	1	3	1	2

C. Perform preventive action

C1. Maintain the dress regulation (Uniform). Deterrence			C2. Observe/surveil the duty area.			C3. Check/collect visitors/workers I.D. card			C4. Check/record incoming and outgoing materials		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	3	3	2	2	3	1	1	3	2	3
C5. Search personnel and their baggage/vehicle			C6. Observe/surveil the suspicious person			C7. Perform enquiry work			C8. Observe the facial expression		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	2	3	3	1	1	3	1	1
C9. Deal with the suspicious person (as per SOP)			C10. Monitor the public area			C11. Observe/surveil the sensitive/vulnerable area.			C12. Escort the visitors/VIP		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	3	3	1	3	3	1	3	3	1	3
C13. Remain alert throughout duty			C14. Provide service to Disable/children/aged persons								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
3	1	3	3	1	2						

D. Perform Co-ordination work

D1. Co-ordinate with fellow guards			D2. Co-ordinate with head guard			D3. Co-ordinate with relevant department/division (one up)			D4. Co-ordinate with public/civil service agencies (one up)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	2	1	1
D5. Co-ordinate with Local community (one up)			D6. Co-ordinate with security contact person (one up)			D7. Co-ordinate with control (security service provider) (one up)			D8. Co-ordinate with co-guards from other security agencies		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	1	3	1	3	2	1	2	1	1	1

DUTIES and TASKS

E. Conduct Patrolling

E1. Prepare for patrolling			E2. Carry the required equipment			E3. Follow the varied timings/routes			E4. Patrol the designated check points (locations)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	2	3	2	2	3	1	3	3	1	1
E5. Follow the checklist			E6. Observe threats/risks/hazards			E7. Record the observations			E8. Report the observations		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	2	3	3	1	3	3	1	1

F. Manage the Incident (Fire)

F1. Activate the alarm			F2. Follow safety precaution			F3. Identify the location of fire extinguishers			F4. Choose the appropriate fire extinguishers/equipment		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	3	1	1	2	1	1	3	2	1
F5. Use the fire extinguishers			F6. Switch off the electricity			F7. Evacuate the person from the fire affected site			F8. Close the windows/doors of the adjacent point/area		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	1	3	1	1	3	3	1	3	2	1
F9. Rescue the injured person			F10. Report to the concerned authority			F11. Cordon the fire affected site			F12. Salvage the valuable materials/equipment		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	3	2	1	3	3	1	3	2	1
F13. Assist/guide the fire brigade to the fire affected site without delay			F14. Report the incident			F15. Record the incident (one up)					
Task rating			Task rating			Task rating					
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency			
3	1	1	3	1	1	3	1	1			

G. Manage the incident (Bomb Threat)

G1. Know how to fill up the bomb threat check list			G2. Identify IED (Improvised Explosive Devices)			G3. Do not use the mobile phone and radio set			G4. Cordon the area and prevent the people from entering into the danger zone		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	2	3	2	2	3	1	3	3	1	1
G5. Evacuate the personnel to assembly area (AA)			G6. Open the windows and close the door			G7. Report the incident			G8. Record the incident (One up)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	1	3	2	1	3	1	3	3	1	1

H. Manage the incident (Theft)

H1. Cordon the site			H2. Preserve the evidence			H3. Note down the A (Age), B (Built up), C (Clothing), D (Distinguish Mark) and E (Equipment)			H4. Report the incident		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	1	3	1	1	3	1	3	3	1	1
H5. Guide the police/other concerned authorities to the site			H6. Forward the written incident report (one up)								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
3	1	1	3	1	1						

DUTIES and TASKS

I. Perform First Aid

I1. Check A (Airway), B (Breathing), C (Blood Circulation)			I2. Carry out the CPR (Cardio Pulmonary Resuscitation)			I3. Administer First Aid to cut, wound, burn, simple fracture, snake bite, animal bite, electric shock, drowned person, heat exposure/exhaustion			I4. Evacuate the casualties		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	1	3	2	2	3	2	3	3	1	3
I5. Report the incident			I6. Record the incident (one up)								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
2	1	2	3	2	1						

J. Use of equipment

J1. Use Hand Held Metal Detector			J2. Use Vehicle Search Mirror			J3. Know the basic function of walk through gate			J4. Know the basic function of X-ray machine		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3
J5. Monitor close circuit television			J6. Identify the Hostile activity			J7. Report the activities			J8. Monitor the Fire Alarm Panel		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	2	3	3	1	3	3	1	3
J8. Visit the site with appropriate extinguishers			J9. Silence the alarm			J10. Report the incident			J11. Reset the Alarm		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	1	3	1	3	3	1	3	3	1	1
J12. Record the incident (one up)											
Task rating											
Importance	Difficulty	Frequency									
3	1	1									

K. Operate Radio Set (Walkie-talkie)

K1. Operate the Walkie-talkie			K2. Know the call/link sign			K3. Know about phonetic alphabet and phrase			K4. Know about various types of call (Single, Multiple, Net Call)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	3	3	2	2	3	1	3	3	1	1
K5. Know how to set the frequency			K6. Send and receive short message			K7. Record the message			K8. Know about the accessories/charging of battery		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3

L. Deal with the telephone call

L1. Respond the incoming/on hold call			L2. Transfer call			L3. End Call			L4. Deal with message		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3
L5. Record the message			L6. Forward the message for the concerned person			L7. Dealing with outgoing call			L8. Respond to the distress call		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3

DUTIES and TASKS

M. Manage the traffic

M1. Ensure only authorized vehicle come into your site			M2. Enforce speed control limit			M3. Guide the vehicle to the authorized/Designated parking area			M4. Monitor the parking area		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	2	3	2	3	3	1	3	3	1	3
M5. Remain in communication with vehicle control			M6. Ensure no authorized person Loiter around the parking area			M7. Ensure vehicle owners close window/lock doors			M8. Ensure no vehicle is wrongly parked and blocking the traffic		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	2	3	2	1	2	1	3	2	1	3
M9. Ensure lights, surveillance camera of the parking area are operational			M10. Maintain vehicle register								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
3	1	3	3	1	3						

N. Exercise Drill/Baton

N1. Greet the visitors			N2. Salute the visitors			N3. Do/bid farewell to the visitors			N4. Adhere to authorized position whilst on duty		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3
N5. Use baton			N6. Know the block (left, right, high and low block)			N7. Know the various types of locks (wrist, elbow, carry locks etc.)			N8. Proper wearing of baton and khukuri		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	2	3	1	1	3	1	1	3	1	3

O. Develop Professionalism

O1. Receive Training			O2. Read site/post instruction			O3. Endeavor to achieve excellence in performance			O4. Read reward and punishment/policy		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	3	3	1	3	3	2	3	3	1	3
O5. Read security related magazines/materials			O6. Acquaint with government policy on private security industry			O7. Read special instructions from the clients			O8. Interact with seniors		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	3	3	1	3	3	1	3	3	1	3
O9. Carryout case study			O10. Make association with professionals			O11. Visit internet (one up)					
Task rating			Task rating			Task rating					
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency			
3	1	3	3	2	3	3	2	3			

0= No

1= Low

2= Medium

3= High

Additional Information for Job Title

<p style="text-align: center;"><u>Workers' Traits</u></p> <ul style="list-style-type: none"> • Bearing (Physical fitness). • Turnout (Proper Dressing). • Discipline. • Politeness. • Honest. • Loyal. • Brave. • Alert. • Sincere. • Reliable. • Patience. • Laborious. • Punctual. • Cooperative. 	<p style="text-align: center;"><u>Entry Requirement</u></p> <ul style="list-style-type: none"> • 3 Months Training (390 hrs) <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • As per NSTB rules 	<p style="text-align: center;"><u>Career Path</u></p> <ul style="list-style-type: none"> • Head Guard, L-2
<p style="text-align: center;"><u>Related Technical Knowledge</u></p> <ul style="list-style-type: none"> • Proper wearing of uniform. • Risks/Threats/Danger/Safety Hazards. • Principle of Security. • Preventive measure (Vis-à-vis risks/threats/hazards). • Counter measures (Vis-à-vis risks/threats/hazards). • Assignment/site/post order/instruction. • Health and Safety/First Aid. • Legal Obligation/Government regulation policy • Notebook entry and simple report writing. • Communication skills. • Operation of equipment. • Simple operation of simple Electronic Security Devices. • Simple operators' maintenance of equipment. 		<p style="text-align: center;"><u>Tools and equipment</u></p> <ul style="list-style-type: none"> • Stick (Baton). • Knife/Khukuri. • Whistle. • Uniform. • Weapon (where applicable). • Safety rope. • First aid kit. • Halogen/flash light. • Metal detector. • Vehicle Search mirror. • Communication equipment. • Attendance system (machine). • Fluorescent Jacket. • Flak/ballistic protection jacket. • Torch light. • Helmet. • Gloves. • Sturdy Boots. • Mask. • Goggles