

DACUM Panel

1. Mr. Bishwo Nath Dahal, Field Security Officer, Lahure Security, Koteswor, Ktm.
2. Mr. Shiva Bahadur Karki, Head Guard, Lahure Security, Koteswor, Ktm.
3. Mr. Kamal Bahadur Khadka, Head Guard, Him Ganga Security, Koteswor, Ktm.
4. Mr. Khil Bahadur Thapa, Security Guard Commander, Him Ganga Security, Koteswor
5. Mr. Gobinda Raj Sapkota, Security Training Officer, Garud Security (P) Ltd, Baluwatar
6. Mr. Kedar Budhathoki, Security Training Officer, Garud Security (P) Ltd, Baluwatar
7. Mr. Dipendra Singh Dhami, Security Inspector, G4s Security Services, Lazimpat, Ktm.
8. Mr. Nir Bahadur K.C., Security Team Leader, Hotel Hyatt Regency, Boudha, Tusal, Ktm.
9. Mr. Man Bahadur Shrestha, Head Guard, Barma Security, Suredhara, Ktm.
10. Mr. Aakal Bahadur Thapa, Guard Commander, Kalinchowk Security, Dhumbarahi, Ktm.
11. Mr. Ganesh Bahadur Khadka, Guard Commander, Kalinchowk Security, Dhumbarahi, Ktm.

DACUM Facilitator/Recorder

Mr. Tulsi K.C.
Sr. Skill Testing Officer, NSTB
Mr. Ishwar Chandra Ghimire
Skill Testing Officer, NSTB

Task Verification Panel

1. Mr. Gobinda Raj Sapkota, Operation Officer, Garud Securities (P) Ltd., Baluwatar, KTM
2. Mr. Dhruva Prasad Tripathi, Operation Officer, Lahure Security (P) Ltd., Koteswor, KTM
3. Mr. Salik Ram Chhetri, Field Officer, Lahure Security (P) Ltd., Koteswor, KTM
4. Mr. Akkal Bahadur Thapa, Guard Commander, Kalinchowk Security, Dhumbarahi, KTM
5. Mr. Padam Bahadur Paudel, Guard Commander, Kalinchowk Security, Dhumbarahi, KTM
6. Mr. Om Bahadur Lama, Manager, Him Ganga Security, Koteswor, KTM
7. Mr. Shyam Bahadur Thapa, Supervisor, Him Ganga Security, Koteswor, KTM
8. Mr. Hari Bahadur Khatri, Supervisor, Him Ganga Security, Banepa, Kavre
9. Mr. Bishnu Bahadur Basnet, Asst. Manager, Hyatt Regency KTM, Boudha, Tusal
10. Mr. Prem Kumar Basnet, Supervisor, G4s Security Services (P) Ltd, Kailashchaur, Lazimpat, KTM

DACUM Facilitator/Recorder

Mr. Tulsi K.C.
Sr. Skill Testing Officer, NSTB
Mr. Suresh Maharjan
Skill Testing Officer, NSTB

Technical Sub Committee

1. Mr. Daman Man Singh Basnet, Coordinator, Technical Sub-Committee, NSTB
2. Dr. Kul Bahadur Basnet, Director, NSTB, Sanothimi, Bhaktapur
3. Mr. Kedar Subedi, Safety and Security Manager, Hyatt Regency, Kathmandu
4. Mr. Yam Raj Thani, Training Manager(CI), Garud Training Center, Shankapark, Kathmandu
5. Mr. Purna Singh Basnet, Operation Officer, G4S Security Services Nepal (P) Ltd., KTM
6. Mr. Yam Bhandari, Director, NSTB, Sanothimi, Bhaktapur
7. Mr. Tulsi K.C., Sr. Skill Testing Officer, NSTB, Sanothimi, Bhaktapur
8. Mr. Suresh Maharjan, NSTB, Skill Testing Officer, Sanothimi, Bhaktapur

Occupational Profile of

Security Head Guard, L-2

(DACUM workshop on 17-18 July, 2013)

(Customized DACUM workshop 29 August, 2013)

(Technical Sub committee Meeting on 03 February 2014)



Council For Technical Education and Vocational Training

NATIONAL SKILL TESTING BOARD

Madyapur Thimi 17, Sanothimi, Bhaktapur

Nepal

(NSTB approval date)

DUTIES and TASKS

A. Inspect Location (Duty Site)

A1. Check Risks/Threats/Hazards.			A2. Check New Threats and Risks.			A3. Ensure Operability of Security and Safety Devices.			A4. Check SOP (Site/Post/Assignment Instruction).		
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	3	2	1	3	3	1
A5. Check Duty Responsible Equipments/Documents.			A6. Handover/Take Over Duty.								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
3	3	3	3	2	3						

B. Perform Muster Parade/Shift Briefing

B1. Perform Assembling.			B2. Exercise Drill Commands.			B3. Check Grooming / Turn Out.			B4. Brief about the Site/ Post Instructions.		
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	2	3	1	2	3	1	1
B5. Relay Order / Instruction / Briefing.			B6. Implement Client's/ Company's Instruction.			B7. Note Down Guards' Comments/Feedback.			B8. Deploy The Guards at Proper Places.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	2	2	1	1	3	3	2	2	1	1
B9. Take Action On Complaints (Immediate/Later).											
Task rating											
Importance	Difficulty	Frequency									
2	1	1									

C. Prepare Duty Plan

C1. Prepare Daily Duty Schedule.			C2. Prepare Shift-wise Duty Schedule.			C3. Prepare Weekly/Monthly Duty Schedule.			C4. Prepare Reliever/Replacement Duty Plan.		
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	2	3	2	1	2	1	1
C5. Manage/ workout Leave Plan			C6. Coordinate with Quick Response Team (QRT)			C7. Maintain Roster			C8. Plan Additional Manning.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	1	3	2	1	3	2	1	3	2	1

D. Perform Duty Supervision

D1. Supervise Gatehouse Duty.			D2. Supervise Perimeter Duty			D3. Supervise Parking Slot Duty			D4. Supervise Lobby Duty.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	2	2	1	2	2	1	2	3	3	2
D5. Supervise Manager Room Duty.			D6. Supervise ATM Duty.			D7. Supervise Cashier Areas Duty.			D8. Perform Patrolling/ Surveillance.		
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	3	3	3	3	3
D9. Assist for Canine (K9) Operation.			D10. Manage/Supervise Event Duty.			D11. Supervise Frisking Duty.					
Task rating			Task rating			Task rating					
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency			
3	2	1	3	2	1	2	1	1			

DUTIES and TASKS

E. Manage Security System

E1. Manage the Internal Code/ Call Signs.			E2. Manage Emergency Exits & Signs.			E3. Manage Surveillance System (CCTV).			E4. Manage Back Up System.		
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
E5. Manage Water Supply System.			E6. Manage Emergency Alarm (Fire, Panic) System.			E7. Manage Guard Control System.			E8. Manage Walk Through Gate/Hand Held Metal Detector/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	1	3	2	3	3	2	2	3	1	1

F. Handle Crisis

F1. Handle Fire Fighting.			F2. Handle Earthquake Situation.			F3. Handle Bomb Threat Calls.			F4. Handle Thefts/Pilferage.		
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	3	1	3	3	1
F5. Handle IEDs (Improvised Explosive Devices).			F7. Handle Accident.			F8. Handle Crowd/Mob.			F9. Handle Scuffle/Brawl.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	2	3	3	1	3	3	1	3	3	1
F10. Handle Flood Situation.			F11. Handle Crime.			F12. Administer First-Aid.			F12. Handle Emergency Evacuation.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	3	3	1	3	3	1	3	3	1

G. Handle Security Equipments

G1. Handle Security Weapon.			G2. Operate Radio Set/Call Signs.			G3. Handle Telephone Calls.			G4. Handle Traffic Light/Barrier/Speed Breaker.		
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	3	3	1	3	3	1	3
G5. Handle Metal Detector (HHD).			G6. Handle Vehicle Search Mirrors.			G7. Handle Fire Extinguishers.					
Task rating			Task rating			Task rating					
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency			
3	1	1	3	1	2	3	2	1			

H. Maintain Record

H1. Manage Assets Record (Inventory).			H2. Manage Key Issue/Deposit Record.			H3. Manage Gate-Pass/ Material Record.			H4. Manage Visitor's Record.		
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	3	3	1	3	3	1	3
H5. Manage Documents/Letters' Record.			H6. Manage Vehicle/Passes Record			H7. Manage Incident Record			H8. Update Important Tel. Numbers		
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	2	1	3	1	1
H9. Maintain Lost & Found Records.											
Task rating											
Importance	Difficulty	Frequency									
3	1	3									

DUTIES and TASKS

I. Deal with Customer

I1. Provide Information.			I2. Assist the People.			I3. Make Necessary Arrangements.			I4. Handle Stranger.		
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	3	3	2	2	3	2	3
I5. Handle the Complaints/Feedback.											
Task rating											
Importance	Difficulty	Frequency									
3	2	3									

J. Perform Communication

J1. Communicate within the Team Members.			J2. Communicate with Inter Departments.			J3. Communicate with Stake-Holders.			J4. Communicate with Clients.		
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	3	3	2	1	3	2	3
J5. Communicate with Security Company/Provider.			J6. Communicate with Local Community.			J7. Liaison with Local Law Enforcement.			J8. Perform Verbal/Written Reporting.		
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	1	3	3	1	3	2	1

K. Develop Professionalism

J1. Attend/Conduct Training.			J2. Interact with Seniors.			J3. Participate in Workshop/Seminar.			J4. Read Security Related News/Magazine.		
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	3	3	2	3	3	1	3
J5. Visit Security Related Web sites.			J6. Carry Out Case Study.			J7. Participate in Exposure Visits.					
Task rating			Task rating			Task rating					
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency			
3	2	2	3	1	2	3	1	2			

0= No

1= Low

2= Medium

3= High

DUTIES and TASKS
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"> • 600 hrs Training +800 hrs OJT <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"> • Security Supervisor, L-3
<p style="text-align: center;"><u>Related Technical Knowledge</u></p> <ul style="list-style-type: none"> • Proper Wearing of Uniform. • Principle of Security. • Risks/Threats/Danger/Hazards. • Preventive Measure (Risks/Threats/Hazards). • Counter Measures (Risks/Threats/Hazards). • Assignment/Site/Post Order/Instruction. • Health and Safety/First Aid. • Legal Obligation/Government Regulation Policy • Notebook Entry and Different Types of Report Writing. • Communication Skills/Dealing With the People. • Operation of Electronic Security Devices. • Operators' Maintenance of Equipment. • Commanding Skills. • Chain of Command. • Code of Conduct. • Standard Operation Procedure (SOP). • Customer Service and Relations. • System Control. • Security Terms and Terminology. • Event Management Planning. • Private Security Acts. • Crime Prevention. • Observation/Surveillance and Supervision. • Types of Disaster. • Leadership and Motivation. • Emergency Evacuation Drills/Procedure. • Area Compendium/Familiarization. • Fire Fighting. • Elevators/Trolley. • Electricity and Water Supply System. • Backup System. • Internal Units and Their Functions. 		<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/Stretcher'/Wheel Chair. • Halogen/Flash Light. • Metal Detector. • Vehicle Search Mirror. • Communication Equipment (Telephone, Walkie Talkie. • Attendance System (Machine). • Fluorescent Jacket. • Torch Light. • Helmet. • Gloves. • Sturdy Boots. • Mask. • Goggles. • Raincoat/Umbrella and Gum Boots. • Engineering Tools. • Pepper Spray. • Electric Shock. • Fire Fighting Equipments. • Proxy Pen. • Watch. • Bell. • Alarm.