

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR PRIVATE SECURITY INDUSTRY

## Introduction Qualifications Pack – Fire-fighter

**SECTOR:** MANAGEMENT, ENTREPRENEURSHIP & PROFESSIONAL SKILLS

**SUB-SECTOR:** SECURITY

**OCCUPATION:** Fire-fighting

**REFERENCE ID:** MEP/Q7301

**Brief Job Description:** The Fire-fighter, also known as fireman, rescues and mitigates emergency and fire situations, by using appropriate fire-fighting equipments and safety devices. The Fire-fighter extinguishes fire, rescues trapped personnel and responds to various manmade and natural disasters.

**Personal Attributes:** The Fire-fighter should display courage, resilience and have healthy habits as well as have technical aptitude, commitment and proficiency in his duties. The role also requires effective communication skills. The Fire-fighter should also fulfil the following criteria:

For Male (Minimum) - Height: 165 cm (Relaxable by 5 cms in the case of Garhwalls, Assamese Gorkha and member of the Schedule tribes); Chest: 81 cm Unexpanded and 86 cm Expanded (Fully expanded with minimum of 5 cm Expansion); Weight: min. 50 kgs.

For Female (Minimum) - Height: 157 cm (Relaxable by 2.5 cm in the case of Garhwalls, Assamese Gorkha and member of the Scheduled tribes); Weight: 46 kgs.

Medical Standard - a) Visual : Better eye - 6/6 (Eligible vision - 6/6 only ) Worse eye- 6/12; b) Colour Vision :- No colour blindness.; c) The candidate must not have knock-nee, flat feet, squint eyes and stammering. d) Must be in good mental and bodily health and free from any physical defect. (Source: National Fire Service College, Nagpur)

Job Details	Qualifications Pack Code	MEP/Q7301		
	Job Role	Fire-fighter		
	Credits	TBD		
	Sector	Management, Entrepreneurship and Professional Skills		
	Sub-sector	Security		
	Occupation	Fire-fighting		

<b>Job Role</b>	<b>Fire-fighter (Fireman)</b>
<b>Role Description</b>	Extinguishes fire, rescues trapped personnel and responds to various manmade and natural disasters
<b>NSQF level</b>	5
<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> standard passed
<b>Maximum Educational Qualifications</b>	NA
<b>Prerequisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">MEP/N7301 Identify type of fire and response required</a></li> <li>2. <a href="#">MEP/N7302 Carry out first-aid fire-fighting using portable extinguishers</a></li> <li>3. <a href="#">MEP/N7303 Respond to the fire incidents using fire-fighting systems</a></li> <li>4. <a href="#">MEP/N7304 Carry out rescue operation and administer medical first-aid</a></li> <li>5. <a href="#">MEP/N7305 Inspect installed fire safety equipment and systems for operational readiness</a></li> <li>6. <a href="#">MEP/N7306 Maintain health and safety of self and others as a fire-fighter</a></li> <li>7. <a href="#">MEP/N7307 Work effectively in a team as a fire-fighter</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

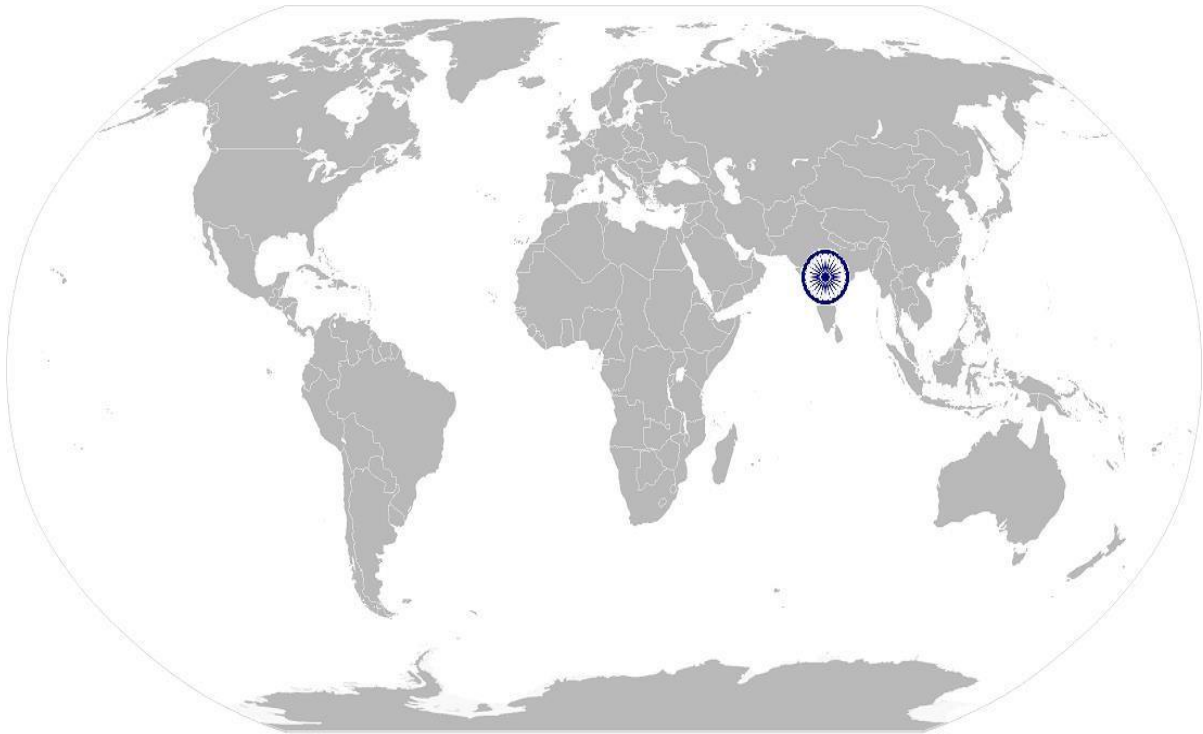
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.

Qualifications Pack for Fire-fighter

Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Keywords /Terms</b>	<b>Description</b>
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
PASS	Pull Aim Squeeze Sweep
ERP	Emergency Response Plan
PPE	Personal Protective Equipment
SCBA	Self-Contained Breathing Apparatus
SMS	Safety Management System

Acronyms

# National Occupational Standard



## Overview

This unit deals in detail with the identification of type of fire, type of incident as well as what response should be taken for the situation.

**MEP/N7301**

**Identify type of fire and response required**

<b>Unit Code</b>	<b>MEP/N7301</b>
<b>Unit Title (Task)</b>	<b>Identify type of fire and response required</b>
<b>Description</b>	This unit deals in detail with the identification of type of fire, type of incident as well as what response should be taken to deal with the situation.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Receive fire intimation and reach the location of the fire</li> <li>Recognize and assess on site fire and hazards</li> <li>Select appropriate response and equipment required</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receive fire intimation and reach the location of the fire</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify layout of premises, critical assets, areas and hazards in the assigned area in discussion with stakeholders and superiors</p> <p>PC2. identify fire points, fire alarms, location of hydrants, etc. in the assigned area</p> <p>PC3. monitor fire alarm systems and interpret alarm indicators</p> <p>PC4. recognize fire intimation indication from various sources with alertness</p> <p>Sources: Fire alarm system indicator, control room, any person who has information of the location and extent of fire, own observation</p> <p>PC5. follow communication sequence and procedures as per protocol for fire intimation</p>
<b>Recognize and assess on site fire and hazards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. assess and decide level of fire and hazardous situation</p> <p>PC7. identify the type of fire</p> <p>PC8. identify fire associated hazards in the assigned area</p> <p>PC9. identify other hazards to life and assets in the assigned area</p>
<b>Select appropriate response and equipment required</b>	<p>PC10. inform authorized personnel about the about the exact situation as observed while following organizational protocol</p> <p>Authorized personnel: Control room or Supervisor or Management</p> <p>PC11. identify response to the fire as per the level and type of fire, hazard situation and standard operating procedures</p> <p>PC12. identify equipment required for fire-fighting as per the type of response selected as well as availability</p> <p>PC13. seek approval from authorized personnel about the fire response suggestion as per organisational protocol</p> <p>Authorized personnel: Control room or Supervisor or Management</p> <p>PC14. gather equipment as per standard operating procedures for emergency response</p>
<b>Knowledge and Understanding (K)</b>	

**MEP/N7301**

**Identify type of fire and response required**

<p><b>A. Organizational Context</b> (Knowledge of the company /organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the emergency response plan (ERP) of the workplace KA2. the reporting system within his own organization and at workplace KA3. the location of muster points and emergency exit routes</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. layout of the premises, fire points, fire alarm, location of hydrants, etc. KB2. fire organization and fire departments procedures at the workplace i.e Watch room procedures, Importance and writing of occurrence book, Maintenance of documents i.e (duty register, fire reports, logbooks, hose book, stock registers) KB3. types of automatic Fire Detection cum Alarm System Automatic Fire Detection cum Alarm System: Smoke detector, Heat detector, Light/ Flame detector, Gas Detectors, Quartzoid bulb type and fusible type sprinkler head detector KB4. operation of fire alarm panel board and area annunciation panel board KB5. duties to be performed on way to fire KB6. sizing and proper assessment of fire scene-nature of fire and associated hazards KB7. fundamentals of fire like: Fire triangle, Fire tetrahedron, Dynamics of spread of fires, Classification of fire, Flammable and combustible liquids and gases, Flash point, Ignition temperature, Auto ignition temperature, Flammability range, Explosive limits KB8. definition and type of matters and their physical properties KB9. heat and combustion and other physical properties of matter- (Vapour Density, specific gravity, melting point, freezing point, boiling point, latent heat of vaporization/ fusion, oxidizing and reducing agents), measurement of KB10. temperature and conversion of their scales KB11. methods of fire extinguishment-cooling, smothering and starvation KB12. types of fire extinguishers, extinguishment theory for dry chemical application KB13. suitability of fire extinguishers KB14. theory of application of dry chemical KB15. state the classification of fire KB16. measurement of temperature and understand temperature conversion KB17. concept of heat and combustion KB18. categorization of flammable and combustible liquids and gases KB19. concept of flash point, ignition temperature, auto ignition temperature, flammability range and explosive limits KB20. principles of extinguishing fire KB21. control operations, containment and confinement operations for small fires as well as fire incidents KB22. occupational, operational and general hazards including hazardous material KB23. hot and cold work permits, working at heights as well as in confined spaces KB24. emergencies and disasters-Natural and manmade disasters, fundamentals of emergency response plan(ERP)</p>



**MEP/N7301**

**Identify type of fire and response required**

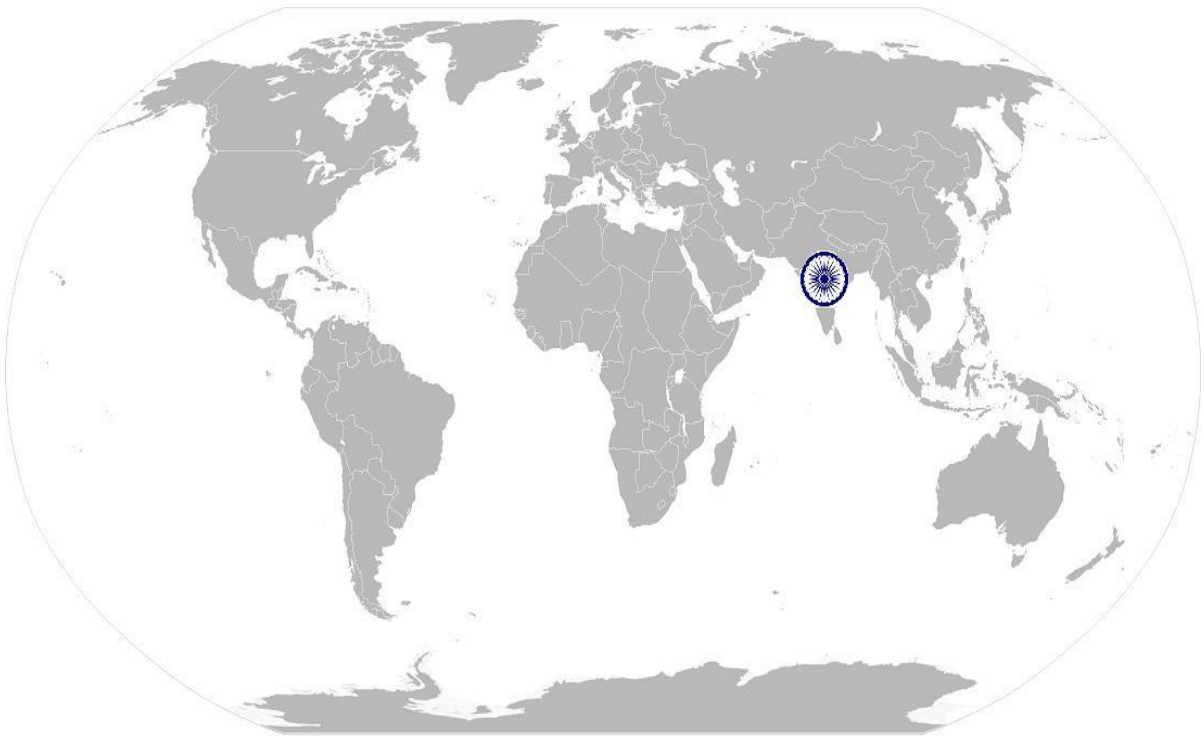
	KB25. importance of qualities like mental agility, resilience, alertness and discipline
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task SA2. document activities/ reports in a chronological order SA3. prepare work permits SA4. use computer for elementary documentation SA5. maintain registers and documents in control rooms SA6. write in English and at least in one vernacular language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA7. properly read user manuals and operating instructions of equipments and machinery so as to comprehend their contents properly SA8. read signages and notices SA9. read ERP and instructions for proper implementation
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA10. raise alarm/ make announcement/ speak over phone/ radio SA11. receive fire/ emergency calls SA12. speak clearly and coherently SA13. comprehend instructions and ask relevant queries SA14. give clear instructions to co-workers SA15. instruct and guide occupants of premises SA16. guide municipal fire and emergency service personnel SA17. de-brief seniors and stakeholders after tackling emergency situation
	<b>B. Professional Skills</b>
<b>Decision Making</b>	
The user/individual on the job needs to know and understand how to: SB1. assess and decide level of emergency situations endangering life and property SB2. select proper equipment and extinguishing mediums to control or isolate Emergencies	
<b>Plan and Organize</b>	
The user/individual on the job needs to know and understand how to: SB3. plan timely reporting and briefing SB4. plan and organize assigned duties and maintenance schedule SB5. organize briefing and debriefing	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB6. manage relationships with all stakeholders	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to: SB7. think through an emergency situation, evaluate the possible option(s) and	



**MEP/N7301**

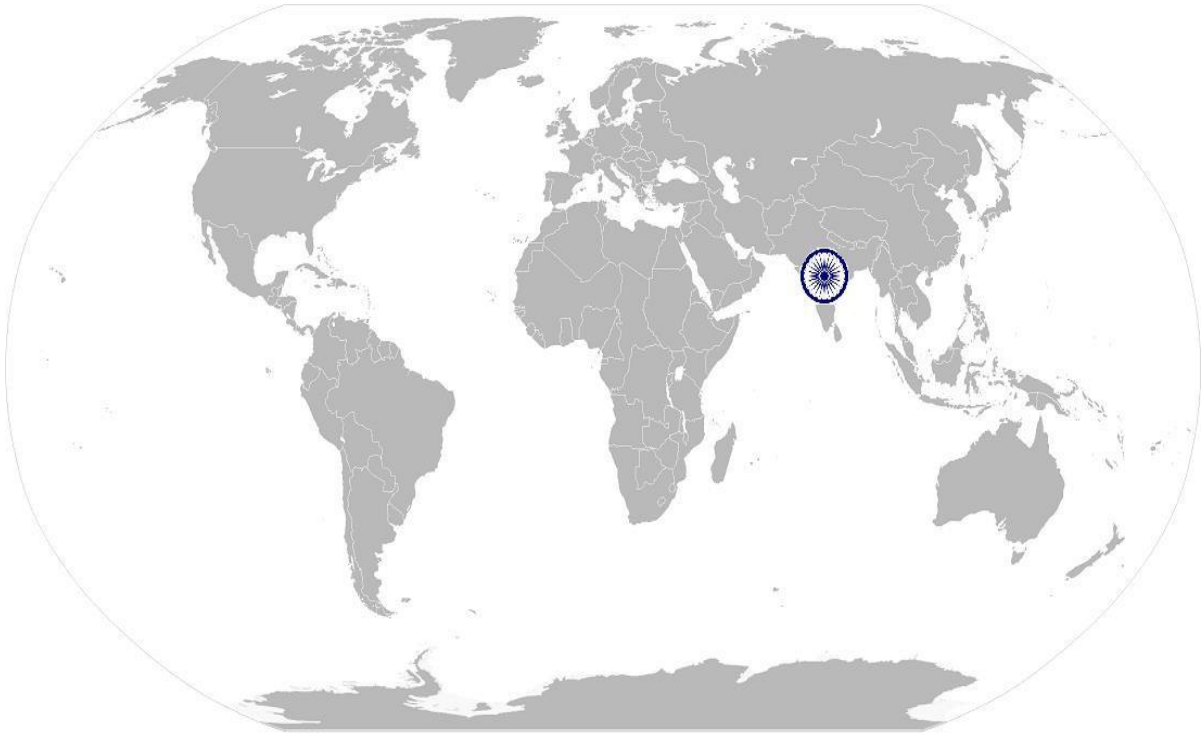
**Identify type of fire and response required**

	adopt a best possible approach to minimize/ eliminate risk/ emergency
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. analyse potential risk and threats and take suitable actions
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. recognize and identify risk/ emergency, make appropriate decisions and to act accordingly

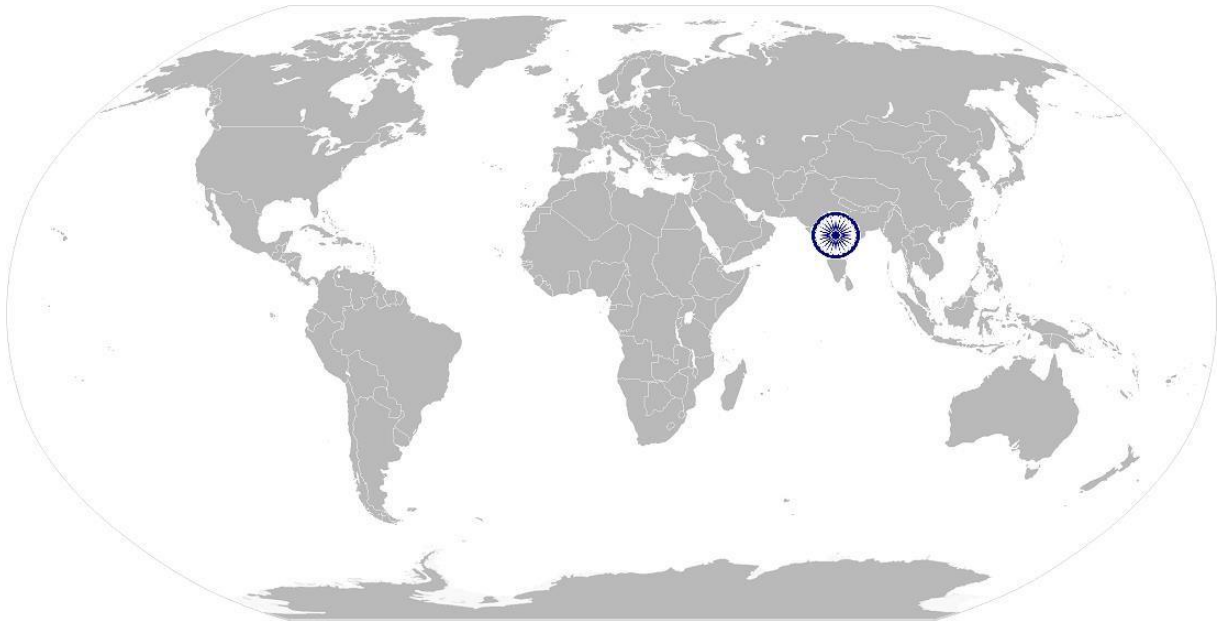


**MEP/N7301**

**Identify type of fire and response required**



# National Occupational Standard



## Overview

This unit deals in detail with putting out small fires and contain or control big fires till arrival of help using portable extinguishers as per standards. This is called first aid fire fighting.

MEP/N7302

## Carry out first-aid fire fighting using portable extinguishers

National Occupational Standard	<b>Unit Code</b>	MEP/N7302
	<b>Unit Title (Task)</b>	Carry out first-aid fire fighting using portable extinguishers
	<b>Description</b>	This unit deals in detail with putting out small fires and contain or control big fires till arrival of help using portable extinguishers as per standards. This is called first aid fire fighting.
	<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Put out small fires using portable extinguishers</li> <li>• Control big fires till arrival of help and equipment</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Put out small fires using portable extinguishers</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. select a suitable equipment for first-aid fire-fighting as per type of fire First-aid fire-fighting equipment: portable fire-extinguishers, wet blankets, sand-bucket, etc.</p> <p>PC2. extinguish small fires using suitable first-aid fire-fighting equipment</p> <p>PC3. take measures to confine and control small fire</p> <p>PC4. ensure safety of self and others while fighting fires</p> <p>PC5. report to supervisor about the incident</p>	
<b>Control big fires till arrival of help and equipment</b>	<p>PC6. report fire details on call to control room or fire-brigade team</p> <p>PC7. raise alarm to personnel in the area using available means such as public address system, word of mouth, loudspeakers, etc.</p> <p>PC8. secure area of immediate emergency</p> <p>PC9. remove machinery and equipment from area where safe to do so</p> <p>PC10. select and set up firefighting equipment available as per response selected Setup: placing of pumps, layout of hose, identify methods of entry, etc.</p> <p>PC11. take measures to contain and control a big fire using available fire-fighting equipment till arrival of help and equipment</p>	
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. layout of the premises, fire points, fire alarm, location of hydrants, etc.</p> <p>KA2. location of first aid firefighting equipment installations</p> <p>KA3. reporting process</p>	
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning and purpose of first aid-fire fighting</p> <p>KB2. elements of fire control like Structural fire components, Ground cover fire components, Vehicular fire components, Flammable liquids fire components, Flammable gases fire components</p> <p>KB3. characteristics of first-aid fire-fighting equipment</p>	

**MEP/N7302**

**Carry out first-aid fire fighting using portable extinguishers**

	<p>KB4. parts and components of first-aid fire-fighting equipment</p> <p>KB5. suitability and operation of first aid firefighting equipment</p> <p>KB6. process of fire extinguishment</p> <p>KB7. meaning and purpose of first aid-fire fighting</p> <p>KB8. watch room procedures and mobilization</p> <p>KB9. duties on way to fire</p> <p>KB10. sizing and proper assessment of fire scene-nature of fire and associated hazards</p> <p>KB11. duties on reaching the spot (like sending message, placing of pumps, layout of hose, methods of entry, working in smoke/darkness)</p>
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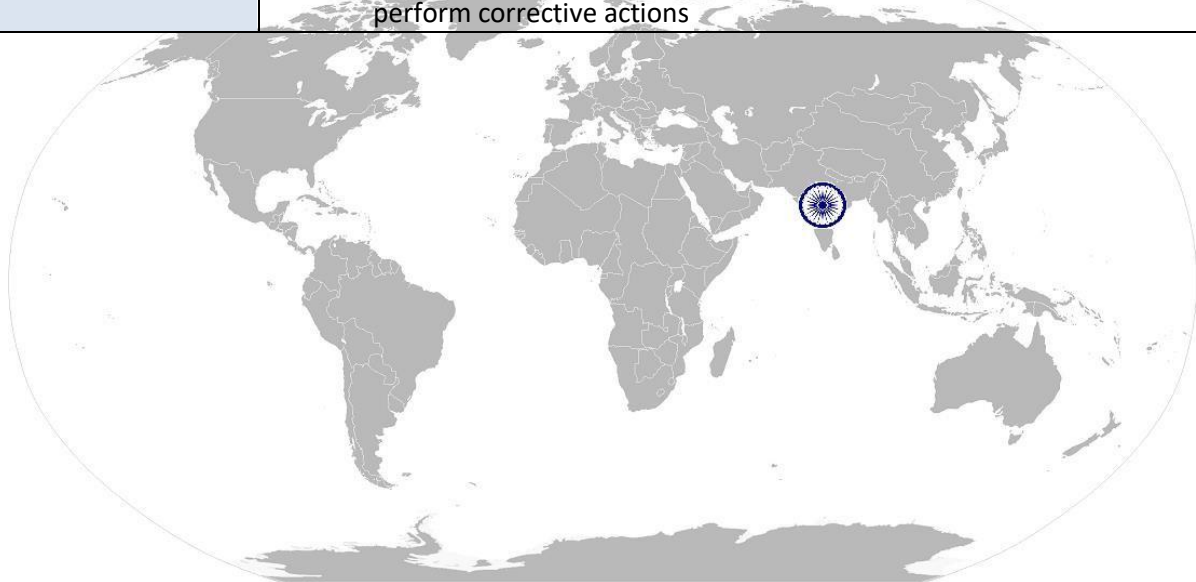
**Skills (S)**

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task</p> <p>SA2. document activities/ reports in a chronological order</p> <p>SA3. prepare work permits- hot/ cold permits</p> <p>SA4. prepare plan for vessel entry and working at height permit</p> <p>SA5. use basic computer applications</p> <p>SA6. document operations in a control room</p> <p>SA7. write in English and at least in one vernacular language</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. grasp user manuals and operating instructions of equipments and machinery</p> <p>SA9. read signages and notices</p> <p>SA10. read and assimilate applicable ERP and instructions</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. raise alarm/ make announcement/ speak over phone/ radio</p> <p>SA12. speak clearly and coherently</p> <p>SA13. comprehend instructions and ask relevant queries</p> <p>SA14. give clear instructions to co-workers</p> <p>SA15. instruct and guide occupants of premises</p> <p>SA16. interact with other fire and emergency services</p> <p>SA17. brief seniors and stakeholders after tackling emergency situation</p>
	<b>B. Professional Skills</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. assess and decide level of emergency situations endangering life and property</p> <p>SB2. select proper equipment and extinguishing mediums to control or isolate emergencies</p>	
<b>Plan and Organize</b>	
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan timely reporting and briefing</p> <p>SB4. plan and organize assigned duties and maintenance schedule</p>

**MEP/N7302**

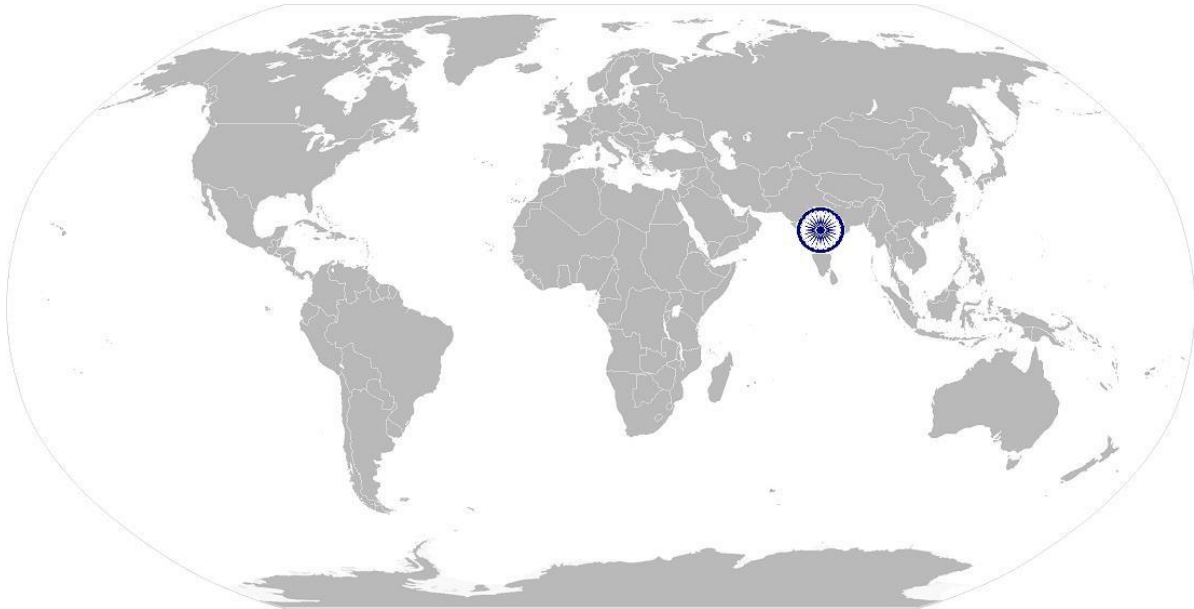
**Carry out first-aid fire fighting using portable extinguishers**

	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with all stakeholders
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB6. think through an emergency situation, evaluate the possible option(s) and adopt the best possible approach to minimize/ eliminate risk/ emergency
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. identify potential risks and threats and take suitable actions
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB8. analyse and identify risk/ emergency and make preliminary decisions to perform corrective actions	



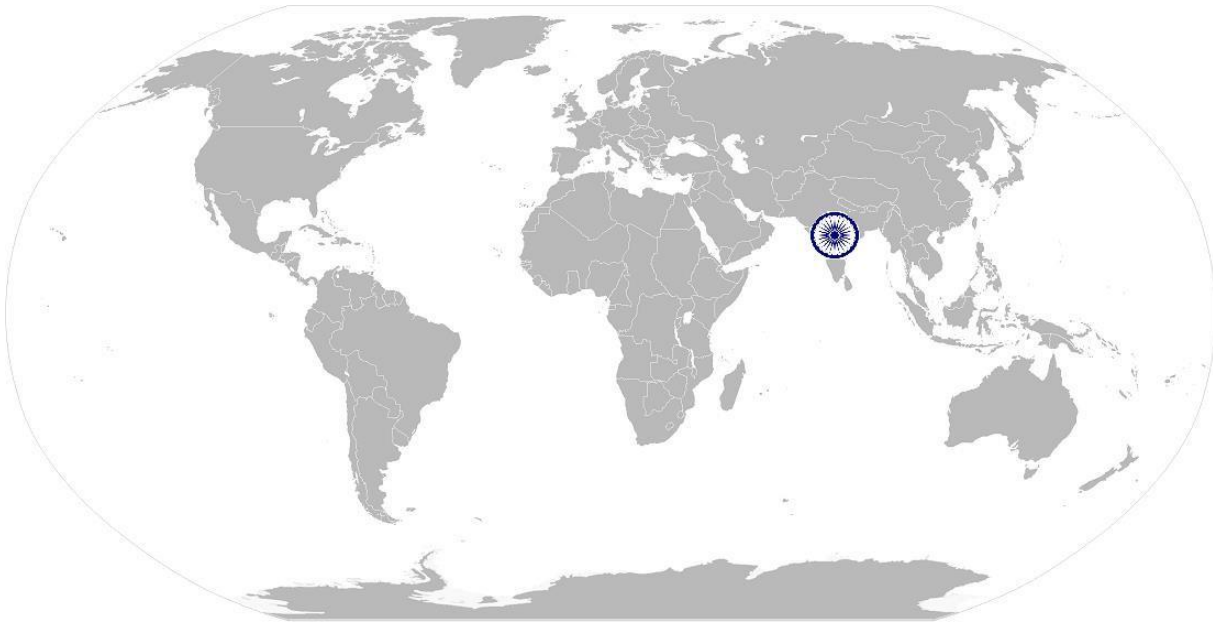
MEP/N7302

Carry out first-aid fire fighting using portable extinguishers





# National Occupational Standard



## **Overview**

This unit deals in detail with responding to fire incidents and operating fire-fighting systems effectively as per standards.

MEP/N7303

**Respond to the fire incidents using fire-fighting systems**

National Occupational Standard	<b>Unit Code</b>	MEP/N7303
	<b>Unit Title (Task)</b>	Respond to the fire incidents using fire-fighting systems
	<b>Description</b>	This unit deals in detail with responding to fire incidents and operating fire-fighting systems effectively as per standards.
	<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>Identify types and construction of firefighting systems</li> <li>Respond to fires, hazards and other emergencies</li> <li>Operate various firefighting systems</li> <li>Carry out salvage</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Identify types and construction of firefighting systems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters</p> <p>PC2. locate water supply, distribution system hydraulics and pumps &amp; primers</p> <p>PC3. identify fixed fire-fighting systems, foam making equipment and monitors</p> <p>PC4. identify automatic fire detection and alarm systems</p>
	<b>Respond to fires, hazards and other emergencies</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. use proper personal protective equipment (PPE) as per the incident</p> <p>PC6. locate the place of fire</p> <p>PC7. decide entry point and method of entry</p> <p>PC8. assess hazards and precautions to be taken while working in the prevailing smoky and dark conditions</p> <p>PC9. select proper fire extinguishment appliances as per the fire type and environment</p> <p>PC10. place pumps and lay hoses as per standard procedure</p> <p>PC11. carry out fire fighting following all necessary precautions and mandatory procedures</p> <p>PC12. search premises and rescue people following all necessary precautions and mandatory procedures</p>
	<b>Operate various firefighting systems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. operate hoses and hand lines effectively during fire-fighting</p> <p>PC14. lift the hose, lower the hose and perform under running with the hose as per standard procedure</p> <p>PC15. perform rolling of hose in various fashion as per standard procedure</p> <p>PC16. operate effective streams</p> <p>PC17. use hollow jet, spray, power jet, etc. as per the requirement of the fire situation</p> <p>PC18. operate manual, semi-automatic and automatic fire fighting systems as per the requirement of the fire situation while adhering to standard procedure</p>

<b>MEP/N7303</b>	<b>Respond to the fire incidents using fire-fighting systems</b>
	<p>PC19. operate nozzles and valves to control water as per as per the requirement of the fire situation</p> <p>PC20. operate hand controlled and non-hand controlled fire fighting equipment</p>
<b>Carry out salvage</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. carry out salvage operation with safety considerations</p> <p>PC22. stop water from sprinkler heads and remove water</p> <p>PC23. implement methods of protecting material goods</p> <p>PC24. remove damaged and deteriorated equipment and material</p> <p>PC25. replace/replenish fire equipment/material</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. general awareness of premises and neighbourhood</p> <p>KA2. organisational procedures with respect to safety of people, property and premises</p> <p>KA3. organisational communication procedure</p> <p>KA4. organisational documentation and update procedures</p> <p>KA5. organisational procedures related to operation of fire-fighting systems</p> <p>KA6. procedures of declaring emergency scene safety</p> <p>KA7. on site emergency, off site emergency level-1, level-2 and level-3</p> <p>KA8. procedures of apparatus safety</p> <p>KA9. reporting/ debriefing procedure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. line communication, radio communication and sign language</p> <p>KB2. watch room procedures and mobilization</p> <p>KB3. duties on way to fire</p> <p>KB4. sizing and proper assessment of fire scene-nature of fire and associated hazards</p> <p>KB5. duties on reaching the spot (like sending message, placing of pumps, layout of hose, methods of entry, working in smoke/darkness)</p> <p>KB6. selection and use of correct fire extinguishment media</p> <p>KB7. correct use of firefighting systems and equipment</p> <p>KB8. primary and secondary search of structures, safe evacuation procedures, evacuation of survivors and removal of bodies</p> <p>KB9. duties after firefighting and salvage work</p> <p>KB10. replacement/replenishment of fire equipment/material</p> <p>KB11. hose, hose appliances and hose tools</p> <p>KB12. connectors, breechings, nozzles and adapters</p> <p>KB13. water supply-Natural and manmade sources</p> <p>KB14. water as an extinguishing agent and other extinguishing media</p> <p>KB15. water distribution system-direct pumping and gravity systems, main trunk, secondary and service lines</p> <p>KB16. normal operating pressures, static pressures, floor pressures &amp; effective streams</p> <p>KB17. basics of Hydraulics</p>

<b>MEP/N7303</b>	<b>Respond to the fire incidents using fire-fighting systems</b>
	<p>Hydraulics: Introduction &amp; Units of measuring Length, Area and Volume of regular and irregular shapes, Pressure &amp; their conversion, Principal Characteristics of pressure and pressure head, Calculation of capacity of tanks of different shapes &amp; sizes</p> <p>KB18. types of pump and Primers Pump and Primers: Classification of common pumps in use in Fire Service, Centrifugal pumps- its parts, construction &amp; their function, Different types of primers, Reciprocating and Gas Ejector primers</p> <p>KB19. foam as an extinguishing media, properties of foam and techniques of fire extinguishment by foam, foam making equipment</p> <p>KB20. fixed firefighting systems- (hydrants, sprinklers, standpipe, deluge, fixed foam auto, semi-auto protection systems)</p> <p>KB21. monitors - (Water monitors, self-aspirating foam monitors, portable ground monitors, elevated monitors, oscillating monitors, remote controlled operated monitors)</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p style="text-align: center;"><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and tasks</p> <p>SA2. document activities/ reports in a chronological order</p> <p>SA3. document occurrence book and fire report</p> <p>SA4. write duty register and leave register</p> <p>SA5. prepare shift schedule</p> <p>SA6. prepare work permits - hot/ cold permits</p> <p>SA7. operate basic computer applications</p> <p>SA8. document operations in control room</p> <p>SA9. write in English and at least in one vernacular language</p> <p style="text-align: center;"><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. user manuals and operating instructions of equipments and machinery</p> <p>SA11. read signages and notices</p> <p>SA12. read and assimilate applicable ERP and instructions</p> <p>SA13. read standing orders and standing instructions</p> <p style="text-align: center;"><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA14. raise alarm/ make announcement/ speak over phone/ radio</p> <p>SA15. receive fire emergency call</p> <p>SA16. speak clearly and coherently</p> <p>SA17. comprehend instructions and ask relevant queries</p> <p>SA18. give clear instructions to co-workers</p> <p>SA19. instruct and guide people at the premises</p> <p>SA20. interact with other fire and emergency service</p>
<b>B. Professional Skills</b>	<p style="text-align: center;"><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p>

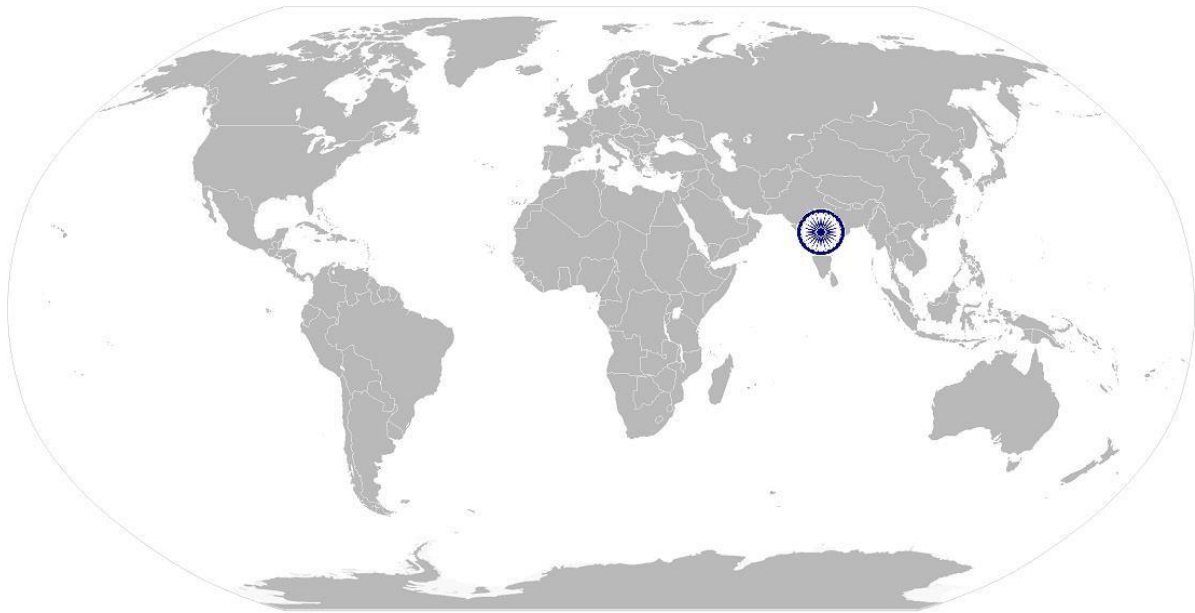
**MEP/N7303**

**Respond to the fire incidents using fire-fighting systems**

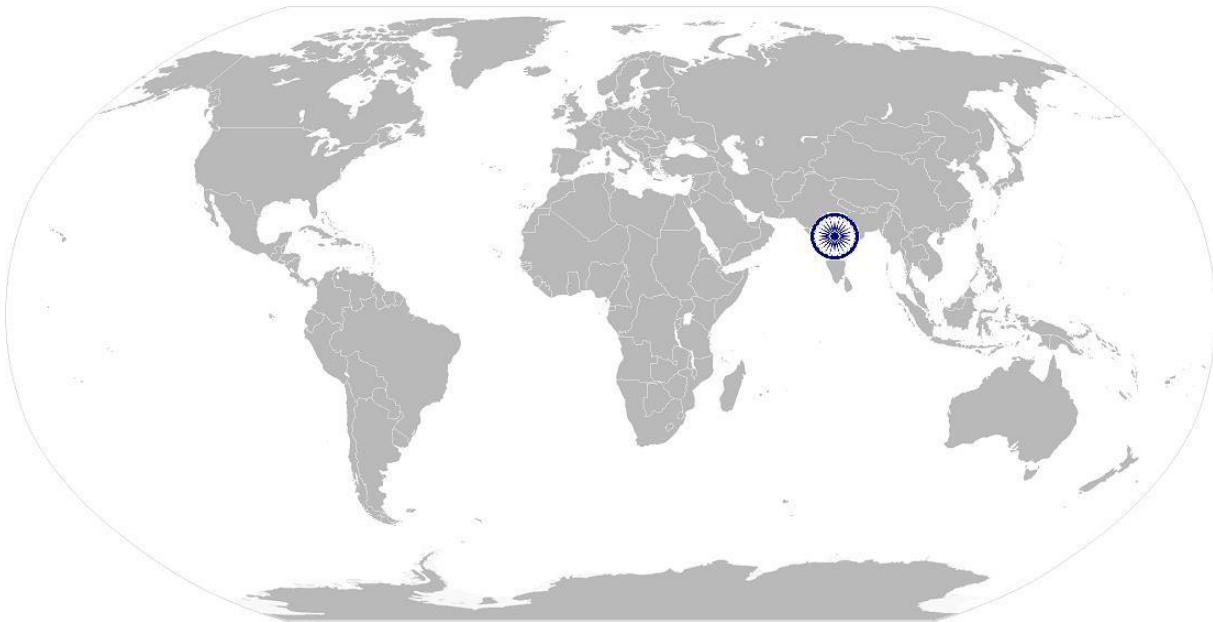
	<p>SB1. assess and decide level of emergencies endangering life and property</p> <p>SB2. select proper equipment and extinguishing mediums to control and isolate emergencies</p> <p>SB3. size, assess and resize a situation</p> <p>SB4. undertake ventilation of flame, heat and smoke</p> <p>SB5. undertake salvage</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. plan timely reporting and briefing</p> <p>SB7. plan and organize assigned duties, training and maintenance schedule</p> <p>SB8. brief the reliever</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. manage relationships with all stakeholders</p> <p>SB10. debrief seniors and stakeholders after tackling emergency situation</p> <p>SB11. prepare fire report in chronological order</p> <p>SB12. replace/replenish used fire equipment/material</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. analyse potential risk and threats and take suitable actions</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB15. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions</p>

MEP/N7303

Respond to the fire incidents using fire-fighting systems



# National Occupational Standard



## **Overview**

This unit deals in detail with carrying out effective rescue and first-aid as per standards.



MEP/N7304

## Carry out rescue operation and administer medical first-aid

National Occupational Standard	<b>Unit Code</b>	MEP/N7304
	<b>Unit Title (Task)</b>	Carry out rescue operation and administer medical first-aid
	<b>Description</b>	This unit deals in detail with carrying out effective rescue and first-aid as per standards.
	<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Prepare for rescue situations</li> <li>• Identify available rescue equipment</li> <li>• Identify relevant characteristics of the premises</li> <li>• Carry out rescue and evacuation with or without equipment</li> <li>• Identify and administer first aid</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Prepare for rescue situations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify location of the injured and casualties</p> <p>PC2. obtain instructions about the situation promptly and from reliable sources Reliable sources: Control room, eye-witness, self observation, etc.</p> <p>PC3. assess the situation requiring rescue to identify type of causality, number of people involved, criticality, condition of the area, etc.</p> <p>PC4. identify the hazards associated with the situation</p> <p>PC5. plan rescue operation as per situation in line with standard operating procedures and instructions received</p> <p>PC6. communicate to the relevant stakeholders</p>	
<b>Identify available rescue equipment</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. identify available rescue equipment at the assigned premises</p> <p>PC8. identify suitable rescue equipment for specific situations</p> <p>PC9. use and operate cutting, lifting and other rescue equipment/tools as per standard operating procedure</p> <p>PC10. use body and respiratory protection gears (PPEs &amp; SCBA) as per standard operating procedure</p>	
<b>Identify relevant characteristics of the premises</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. identify relevant characteristics of the overall premises and area</p> <p>PC12. analyse floor plan at each floor to identify important rescue and evacuation related information</p> <p>PC13. identify locations of assembly/muster points</p> <p>PC14. locate escape route</p> <p>PC15. interpret notification and evacuation system</p> <p>PC16. interpret codes of various emergency alarms and signals</p>	
<b>Carry out rescue and evacuation with or without equipment</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. apply rescue techniques as per standard operating procedures and organisational policies</p> <p>PC18. lower and lift self, equipment and casualties using ropes, lines and extension</p>	

<b>MEP/N7304</b>		<b>Carry out rescue operation and administer medical first-aid</b>	
		ladders	PC19. deal with or avoid hazards and risks as per standard operating procedures and organisational policies PC20. assess situation to determine need for self evacuation or external assistance. PC21. minimise risk of further injury to injured person, according to organisational policies and procedures PC22. carry out rescue on land, at heights and in water PC23. carry out rescue using fall protection equipment
<b>Identify and administer first aid</b>		To be competent, the user/individual on the job must be able to: PC24. evaluate surroundings and situation correctly PC25. assess the condition of the casualty and identify medical emergencies and trauma conditions PC26. summarize contents usage of first aid box PC27. assess air way, breathing and circulation in the casualty PC28. give CPR and resuscitation (artificial respiration) PC29. administer first-aid as per medical standards PC30. call for professional medical help where own competence is not adequate	
<b>Knowledge and Understanding (K)</b>			
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)		The user/individual on the job needs to know and understand: KA1. organisational procedures for rescue and first aid KA2. organisational reporting procedure KA3. method and means of keeping escape routes accessible KA4. the response needed in case of specific situations	
<b>B. Technical Knowledge</b>		The user/individual on the job needs to know and understand: KB1. materials and their characteristics under fire conditions KB2. building collapse and rescue operation KB3. emergency scene safety and measures to be taken for various rescue situations KB4. fire escapes, entry/exit routes and assembly areas KB5. rescue of trapped victims with low/ high probability of survival KB6. methods to rescue trapped persons in lifts, sewer, under vehicle, debris of collapsed building material and hazardous places KB7. level of skill and experience of rescuer KB8. efficacy of PPE and rescue equipment in the given situation KB9. different types of medical situations and related medical first-aid Medical first-aid: Shock-sign and symptoms, Asphyxia-sign and symptoms, Wounds and hemorrhage, Scalds and frost bites, heart attack, Sprain; fractures and dislocation, Snake Bites, Resuscitation- Different methods	
<b>Skills (S)</b>			
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>		
		The user/ individual on the job needs to know and understand how to: SA1. document instructions and tasks SA2. document activities/ reports in a chronological order	

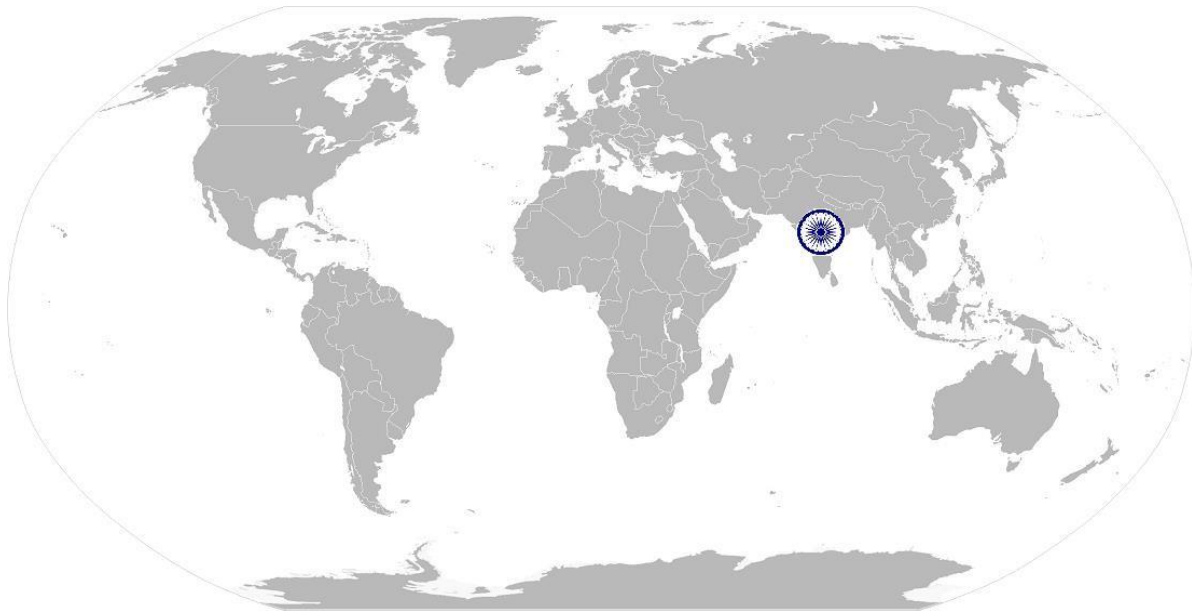
**MEP/N7304**

**Carry out rescue operation and administer medical first-aid**

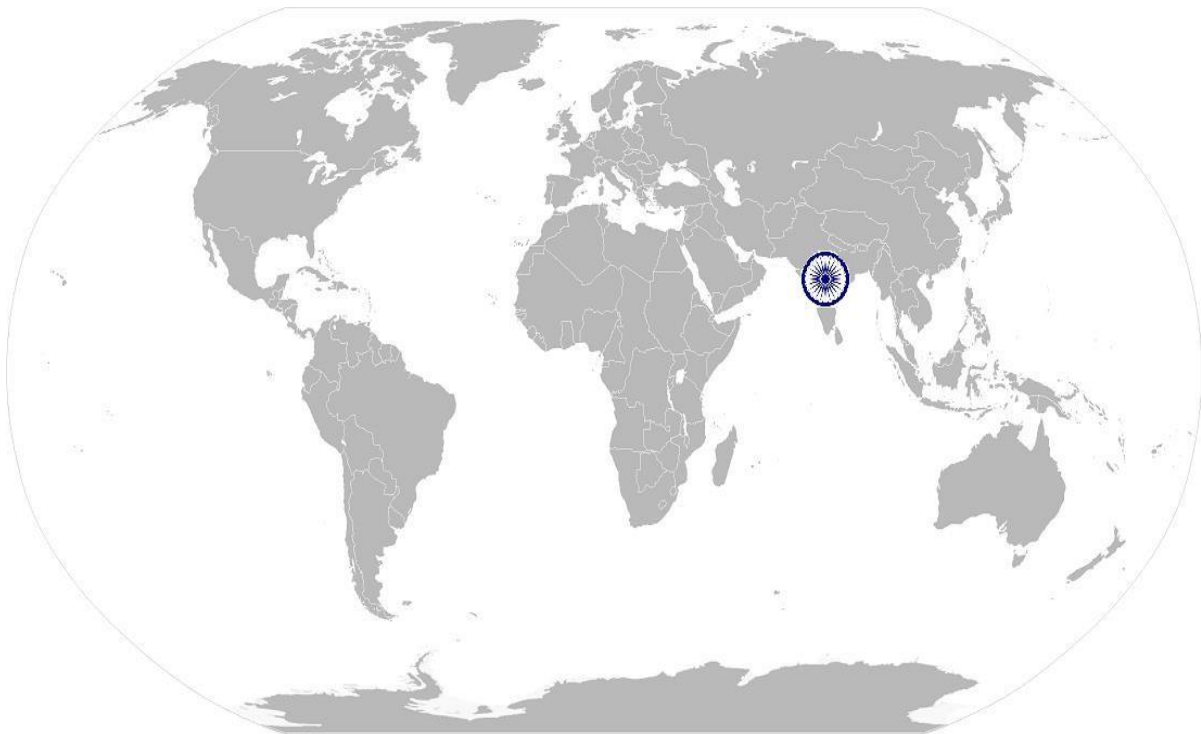
	SA3. prepare work permits – hot/ cold permits SA4. use computers for documentation SA5. maintain registers and documents in control rooms SA6. write in English and at least in one vernacular language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA7. read user manuals and operating instructions of equipments and machinery SA8. read signages and notices SA9. read and assimilate applicable ERP and instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA10. raise alarm/ make announcement/ speak over phone/ radio SA11. speak clearly and coherently SA12. listen and comprehend instructions and ask relevant queries SA13. give clear instructions to co-workers SA14. instruct and guide people at premises SA15. interact with other fire and emergency service and guide them SA16. brief seniors and stakeholders after tackling emergency situation
	<b>B. Professional Skills</b>
<b>Decision Making</b>	
The user/individual on the job needs to know and understand how to: SB1. assess and decide level of emergency situations endangering life and property SB2. select roper equipment and extinguishing mediums to control or isolate Emergencies	
<b>Plan and Organize</b>	
The user/individual on the job needs to know and understand how to: SB3. plan timely reporting on time and take briefing SB4. plan and organize assigned duties, training and maintenance schedule SB5. brief the reliever	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB6. manage relationships with all stakeholders	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to: SB7. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. analyse potential risk and threats and take suitable actions	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions	

MEP/N7304

Carry out rescue operation and administer medical first-aid



# National Occupational Standard



## Overview

This unit deals in detail about ensuring proper maintenance and storage of tools and equipment as per the standards to ensure their operational readiness.

MEP/N7305

## Inspect installed fire safety equipment and systems and ensure their operational readiness

National Occupational Standard	<b>Unit Code</b>	MEP/N7305
	<b>Unit Title (Task)</b>	Inspect installed fire safety equipment and systems and ensure their operational readiness
	<b>Description</b>	This unit deals in detail about ensuring proper maintenance and storage of tools and equipment as per the standards to ensure their operational readiness.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Identify various fire safety equipment and systems</li> <li>Inspect and keep fire safety equipment and systems in operational readiness</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Identify various fire safety equipment and systems</b>	<p>The user/individual on the job needs to know and understand:</p> <p>PC1. identify the parts and components of the first-aid fire-fighting equipment available and their parts and components</p> <p>PC2. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters</p> <p>PC3. identify different types of ladders and their use</p> <p>PC4. identify different tools and special gears used by Fire-fighter</p> <p>PC5. interpret working of fire and foam tenders</p> <p>PC6. identify location of water supply, distribution system, hydraulics and pumps &amp; primers</p> <p>PC7. identify fixed fire-fighting systems, foam making equipment and monitors</p> <p>PC8. identify automatic fire detection and alarm systems</p>
	<b>Inspect and keep fire safety equipment and systems in operational readiness</b>	<p>The user/individual on the job needs to know and understand:</p> <p>PC9. obtain list of and access to fire safety equipment and systems allocated to assigned area</p> <p>PC10. identify parameters to be inspected to ensure operational readiness of fire safety equipment and systems</p> <p>PC11. conduct an inventory of fire safety equipment and systems in assigned area and tally with records</p> <p>PC12. inspect the condition of all fire safety equipment and systems Condition: proper functioning, availability of consumables as per prescribed levels, cleanliness and properly maintained, proper storage, etc.</p> <p>PC13. ensure proper functioning of fire safety equipment and systems by coordinating with maintenance team and procurement team Coordinating: Promptly informing about the requirement in prescribed mode or format, following-up for timely resolution, providing full details about work to be done, checking for resolution, etc.</p> <p>PC14. store safety equipment and systems at station level as per manufacturer's guidelines</p> <p>PC15. complete documentation for inventory, inspection and maintenance of fire safety equipment and systems in assigned area</p>



MEP/N7305

## Inspect installed fire safety equipment and systems and ensure their operational readiness

	<p>PC16. report tools and equipment deterioration and damages to superiors</p> <p>PC17. discard tools and equipment at or before their service life</p> <p>PC18. update testing schedule and testing report</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company /organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. equipment user manuals</p> <p>KA2. equipment inspection and maintenance schedule</p> <p>KA3. details of vendors who supply and provide after sales service for the equipment supplied</p> <p>KA4. policy and authorization for usage of computers</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. types of ladders- Extension Ladder, Hook Ladder, Pitching of Ladders, Parts and Components, testing</p> <p>KB2. ropes and Knots</p> <p>KB3. introduction and use of lines</p> <p>KB4. causes of deterioration, inspection of lines, care and maintenance</p> <p>KB5. types of small &amp; Special Rescue Gears Small &amp; Special Rescue Gears: Fire-fighter Axe, ceiling Hook, crowbar, door breaker, padlock removers, spreader, cutters, lifting Equipment, rescue harness, rescue stretcher, different type of saws, fire tender and foam tender-types; operations; inspection and maintenance</p> <p>KB6. inspect, test, care and maintenance of tools and equipment at station level. Report deterioration and damages to superiors</p> <p>KB7. documentation-Inspection, testing and maintenance documents, checklist and forms including testing schedule and testing reports</p> <p>KB8. use of basic computer applications</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and tasks</p> <p>SA2. document activities/ reports in a chronological order</p> <p>SA3. document occurrence book and fire report</p> <p>SA4. write duty register and leave register</p> <p>SA5. prepare work permits – hot/ cold permits</p> <p>SA6. operate basic computer applications</p> <p>SA7. document operations in control room</p> <p>SA8. write in English and at least in one vernacular language</p> <p>SA9. use basic computer applications to make report, send emails, update records</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. properly read user manuals and operating instructions of equipments and machinery</p> <p>SA11. read signages and notices</p>



## Inspect installed fire safety equipment and systems and ensure their operational readiness

	SA12. read and assimilate applicable ERP and instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA13. raise alarm/ make announcement/ speak over phone/ radio SA14. receive fire/ emergency calls SA15. speak clearly and coherently SA16. comprehend instructions and ask relevant queries SA17. give clear instructions to co-workers SA18. instruct and guide people at the premises SA19. guide fire and emergency service personnel SA20. brief seniors and stakeholders after tackling emergency situation
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. assess and decide level of emergencies endangering life and property SB2. select proper equipment and extinguishing mediums to control or isolate emergencies
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. plan timely reporting and briefing SB4. plan and organize assigned duties, training and maintenance schedule SB5. brief the reliever
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB6. manage relationships with all stakeholders
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. analyse potential risk and threats and take suitable actions
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions

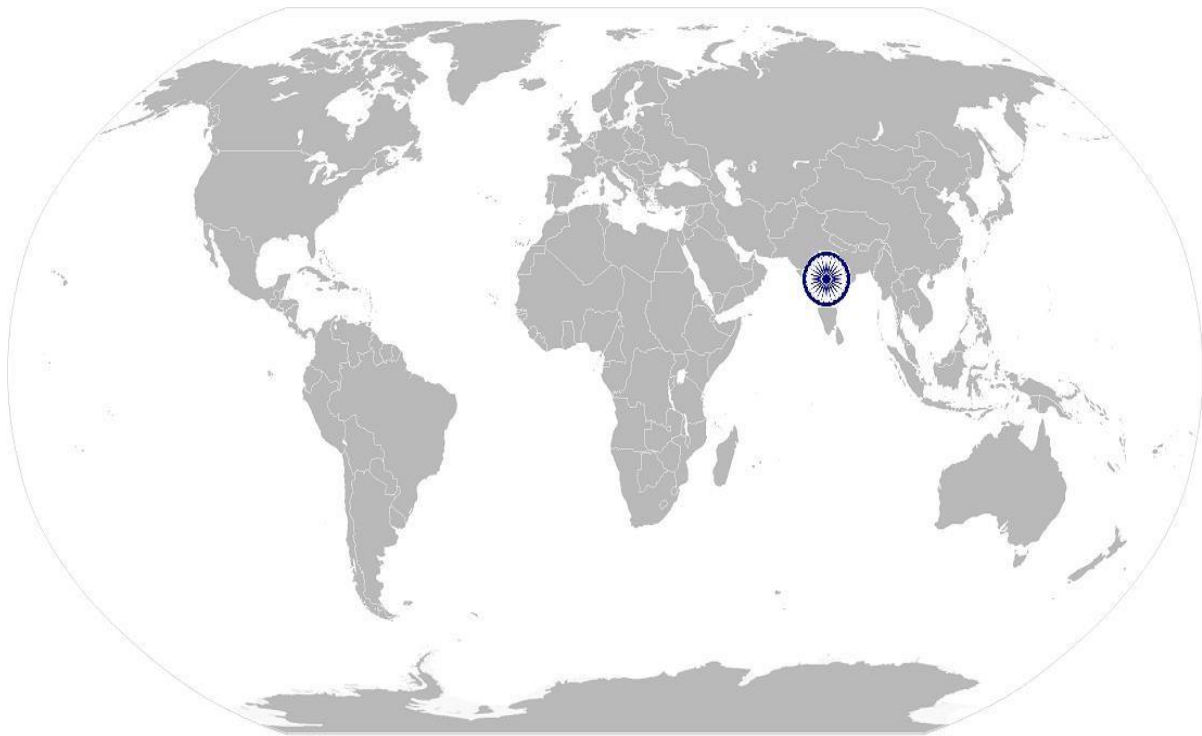
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National Occupational Standards

**MEP/N7305**

**Inspect installed fire safety equipment and systems and ensure their operational readiness**

# National Occupational Standard



## Overview

This unit deals in detail with laying down for maintaining safety of self and others as per the standards.

MEP/N7306

**Maintain health and safety of self and others as a fire-fighter**

National Occupational Standard	<b>Unit Code</b>	MEP/N7306
	<b>Unit Title (Task)</b>	Maintain health safety of self and others as a fire-fighter
	<b>Description</b>	This unit deals in detail with laying down for maintaining safety of self and others as per the standards.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Maintain a safe work area</li> <li>Respond to incidents affecting self and others safety</li> <li>Maintain good personal health, hygiene and habits</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Maintain a safe work area</b>	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. identify and report risks and hazards at the workplace Risks and Hazards: Fire, Electric short circuit, electric shock and electrocution, Medical emergency, Inflammable &amp; toxic liquid/ gases, Accidents, Flooding, Oil and lubricant spills in the premises, Malfunctioning elevators, escalators, staircase and ladders, Ventilation and suffocation, Improper use of safety gear and non-adherence to safety norms, lack of hygiene and sanitation, etc.</p> <p>PC2. carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority</p> <p>PC3. keep emergency and escape routes free from obstructions</p> <p>PC4. report violation to appropriate authority in a timely manner where violation is not addressable within limits of own authority,</p> <p>PC5. wear personal safety gear and clothing as per organisational procedure</p> <p>PC6. check violators of defined safety and security instructions and report violations</p> <p>PC7. report to superiors and emergency service organisations for assistance in the event of emergencies Emergency Service Organizations: Security team and sub-unit; police and emergency services</p>	
<b>Respond to incidents affecting self and others safety</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. assess and respond for life safety of self and others</p> <p>PC9. practice safety steps in an emergency</p> <p>PC10. use body protection and respiratory protection gear</p> <p>PC11. ensure self and other's safety keeping in view basic industrial safety management</p>	
<b>Maintain good personal health, hygiene and habits</b>	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC12. perform physical exercises and activities (commensurate with age) regularly</p> <p>PC13. maintain good personal hygiene and habits as per organisational and professional standards</p> <p>PC14. maintain own professional standards at work by avoiding alcohol, tobacco,</p>	

**MEP/N7306**

**Maintain safety of self and others as fire-fighter**

	<p>drugs and other intoxicants</p> <p>PC15. follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV, etc.</p> <p>PC16. maintain dietary control</p> <p>PC17. undergo regular medical and physical check-up</p> <p>PC18. practice proper lifting techniques</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company /organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the importance of body protection</p> <p>KA2. use of PPE gears</p> <p>KA3. use of SCBA</p> <p>KA4. the risk of live electricity</p> <p>KA5. the operation of rescue tools and equipment</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various risks and hazards in the workplace Hazards and Risks: Fire, Electric short circuit; electric shock and electrocution, Medical emergency, Inflammable &amp; toxic liquid/ gases, Accidents, Flooding, Oil and lubricant spills in the premises, Malfunctioning elevators; escalators; staircase and ladders, Ventilation and suffocation, Improper use of safety gear and non-adherence to safety norms, Hygiene and sanitation</p> <p>KB2. leading causes of injuries</p> <p>KB3. three factors that influence the equipment portion of the safety triad</p> <p>KB4. three factors that influence the personnel portion of the safety triad</p> <p>KB5. the partners that work together to achieve self (fire fighter's) safety</p> <p>KB6. key components of the safety triad</p> <p>KB7. five components that make up the accident chain</p> <p>KB8. accident prevention</p> <p>KB9. basic industrial safety management</p> <p>KB10. formal and informal procedures</p> <p>KB11. hazardous chemicals and their management</p> <p>KB12. safety management system(SMS)</p> <p>KB13. disaster management and response plan</p> <p>KB14. personal protective equipment(PPE)- types; use; care and maintenance Fire-fighter Overall: ISO 11612:2008 Fire-fighter Helmet: IS 2745 / EN 443:2008 Fire-fighter Boot: EN 15090:2012 Fire-fighter Gloves: EN 659:2008 Fire-fighter Suit: ISO 11613:1998 / EN 469:2005</p> <p>KB15. self-contained breathing apparatus (SCBA)- types; components; functions; use; testing and maintenance</p> <p>KB16. identify various safety signage and warnings</p> <p>KB17. importance of training and mock drills</p> <p>KB18. importance of sound health, hygiene and good habits</p> <p>KB19. the importance and requirements of maintaining physical fitness, personal hygiene and good habits</p> <p>KB20. ill-effects of alcohol, tobacco and drugs</p>

**MEP/N7306**

**Maintain safety of self and others as fire-fighter**

	KB21. the need to safeguard against sexually transmitted diseases and HIV	
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/ individual on the job needs to know and understand how to: SA1. prepare the list of PPE and rescue gears SA2. prepare the operation, use and testing of PPE and rescue equipment SA3. list of maintenance of PPE and rescue equipment	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand how to: SA4. read and assimilate organizational procedures and instructions, as applicable SA5. read and understand the operational instructions. SA6. read signages and notices	
	<b>Oral Communication (Listening and Speaking skills)</b>	
	The user/individual on the job needs to know and understand how to: SA7. speak clearly and coherently SA8. listen and comprehend instructions and ask relevant queries SA9. give clear instructions to co-workers, if required SA10. raise alarm/ make announcement/ speak over phone/ radio	
	<b>B. Professional Skills</b>	<b>Decision Making</b>
		The user/individual on the job needs to know and understand how to: SB1. take decisions in emergencies endangering self and others life and property
		<b>Plan and Organize</b>
		The user/individual on the job needs to know and understand how to: SB2. plan timely reporting and take briefing SB3. plan and organize assigned duties, training and maintenance schedule SB4. brief the reliever
<b>Customer Centricity</b>		
The user/individual on the job needs to know and understand how to: SB5. manage relationships with all stakeholders		
<b>Problem Solving</b>		
The user/individual on the job needs to know and understand how to: SB6. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency		
<b>Analytical Thinking</b>		
The user/individual on the job needs to know and understand how to: SB7. analyse potential risk and threats and take suitable actions		
<b>Critical Thinking</b>		
The user/individual on the job needs to know and understand how to: SB8. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions		

NOS

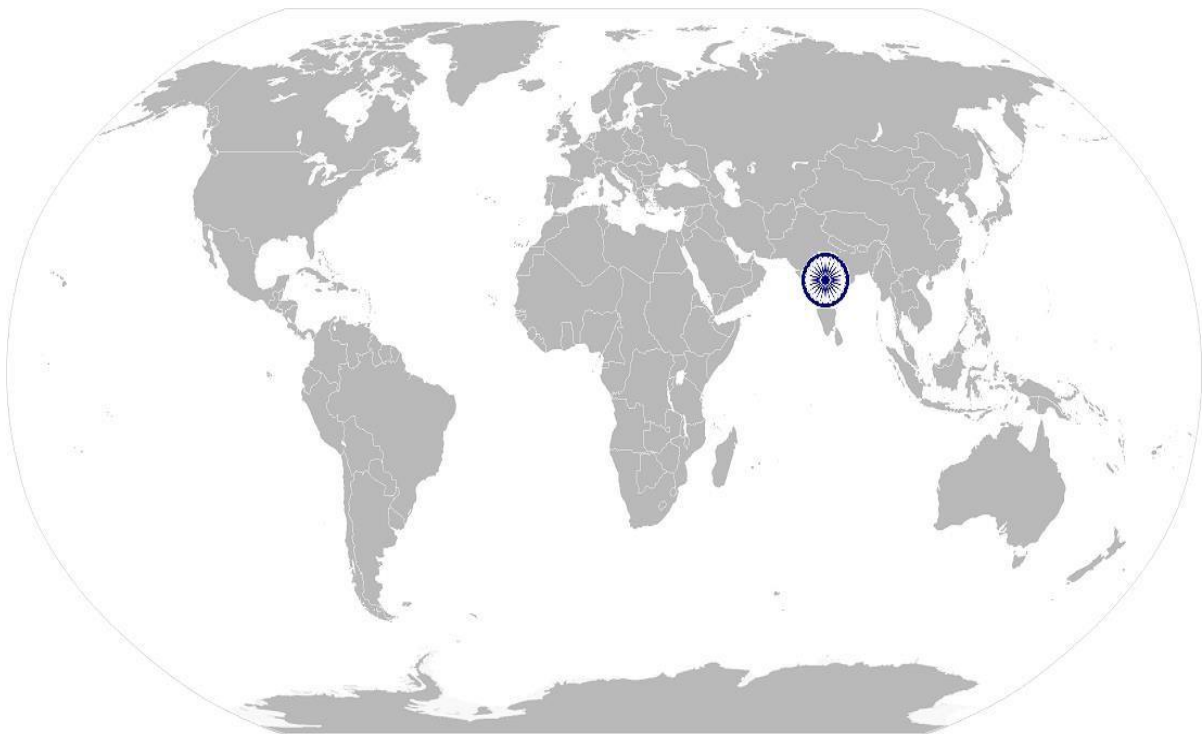
National Occupational Standards

**MEP/N7306**

**Maintain safety of self and others as fire-fighter**



# National Occupational Standard



## Overview

This unit deals in detail with working and communicating effectively as a Fire-fighter at the work place.

MEP/N7307

## Work effectively in a team as a fire-fighter at the workplace

<b>Unit Code</b>	MEP/N7307
<b>Unit Title (Task)</b>	Work effectively in team as a fire-fighter at the workplace
<b>Description</b>	This unit deals in detail with working and communicating effectively as a Fire-fighter at the work place.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Communicate effectively in a team</li> <li>• Interact effectively with people during an emergency</li> <li>• Operate communications systems and equipment</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Communicate effectively in a team</b>	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. ensure instructions received are clearly understood, acknowledged and implemented</p> <p>PC2. relay instructions clearly, concisely and accurately to co-workers and obtain confirmation of understanding</p> <p>PC3. identify organisational priorities and key assets that have to be kept in mind during an emergency situation by discussing with stakeholders and seniors</p> <p>PC4. identify need for additional support as per work load and communicate it clearly to appropriate person</p> <p>PC5. participate with team members in mock fire and emergency drills</p> <p>PC6. follow established protocol for working in a team during emergency situations</p> <p>PC7. identify signs of stress in self and team members and take action to manage it</p> <p>PC8. give and receive instructions concisely and clearly</p> <p>PC9. seek and provide responses from and to, other team members in a constructive way</p> <p>PC10. follow organisational procedures and standards relating to conduct and dress code at the workplace</p>
<b>Interact effectively with people during an emergency</b>	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC11. raise alarm/ make announcement/ speak over phone/ radio clearly, coherently and calmly</p> <p>PC12. receive fire/ emergency calls with alertness and promptness</p> <p>PC13. give clear, coherent instructions to people in a calm manner</p> <p>PC14. instruct and guide occupants of premises as per the plan</p> <p>PC15. guide municipal fire and emergency service personnel</p> <p>PC16. implement crowd control procedures as per organisational protocol</p> <p>PC17. take measures to reduce confusion, lower emotional stress and organise</p>

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**Work effectively in a team as a fire-fighter at the workplace**

	<p>people as per instructions                      PC18. deal with conflict in a calm manner as per established protocol</p>
<p><b>Operate communications systems and equipment</b></p>	<p>To be competent, the user/individual on the job must be able to:                      PC19. use communications system correctly to facilitate transmission and reception                      Communications equipment and techniques: Verbal communications and voice procedures, are selected to best meet the task, context and needs of the situation, etc.                      PC20. operate equipments safely to support communications as per organisational policies and procedures                      PC21. inspect communications equipment to ensure operational readiness                      PC22. transmit and receive communications concisely and clearly to facilitate accurate reception of the message as per organisational policies and procedures</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>C. Organizational Context</b>                      (Knowledge of the company /organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:                      KA1. organisational policies and procedures relevant to the operation of communications equipment (such as relevant legislation; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)                      KA2. organisation's communications system                      KA3. range of communications equipment available to the organisation</p>
<p><b>D. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:                      KB1. available training and development                      KB2. basic principles of participating in meetings                      KB3. career progression options                      KB4. conflict resolution strategies                      KB5. cultural diversity principles                      KB6. dress codes                      KB7. equal opportunity responsibilities                      KB8. factors which can affect work performance                      KB9. implications of change in the workplace on own job (such as introduction of new/amended legislation; introduction of new personnel; introduction of new technology including new communication systems; implementation of new work practices and services; organisational restructures)                      KB10. implications of external change on the organisation (such as at an international, national or state/territory level and invoke changes in society, changes to legislation, changes to organisational policies and procedures;</p>

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	<p>community expectations; political changes)</p> <p>KB11. information on any licensing and certification requirements for driving vehicles and providing emergency care</p> <p>KB12. organisational policies and procedures (such as legislation relevant to the operation/incident/response; legislation relevant to the organisation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)</p> <p>KB13. organisational standards relating to harassment and anti-discrimination</p> <p>KB14. organisational structure</p> <p>KB15. positions in the organisation</p> <p>KB16. potential effects of not meeting commitments</p> <p>KB17. procedures and standards relating to conduct</p> <p>KB18. responsibilities of specific personnel</p> <p>KB19. stress recognition</p> <p>KB20. structure and function of workplace committees</p> <p>KB21. variety of communication strategies</p> <p>KB22. composition of workplace teams and roles and responsibilities of team members</p> <p>KB23. non operational and operational communication processes</p> <p>KB24. effective non verbal communication techniques</p> <p>KB25. effective verbal communication techniques</p> <p>KB26. group communication techniques</p> <p>KB27. small group dynamics</p> <p>KB28. written communication skills</p>
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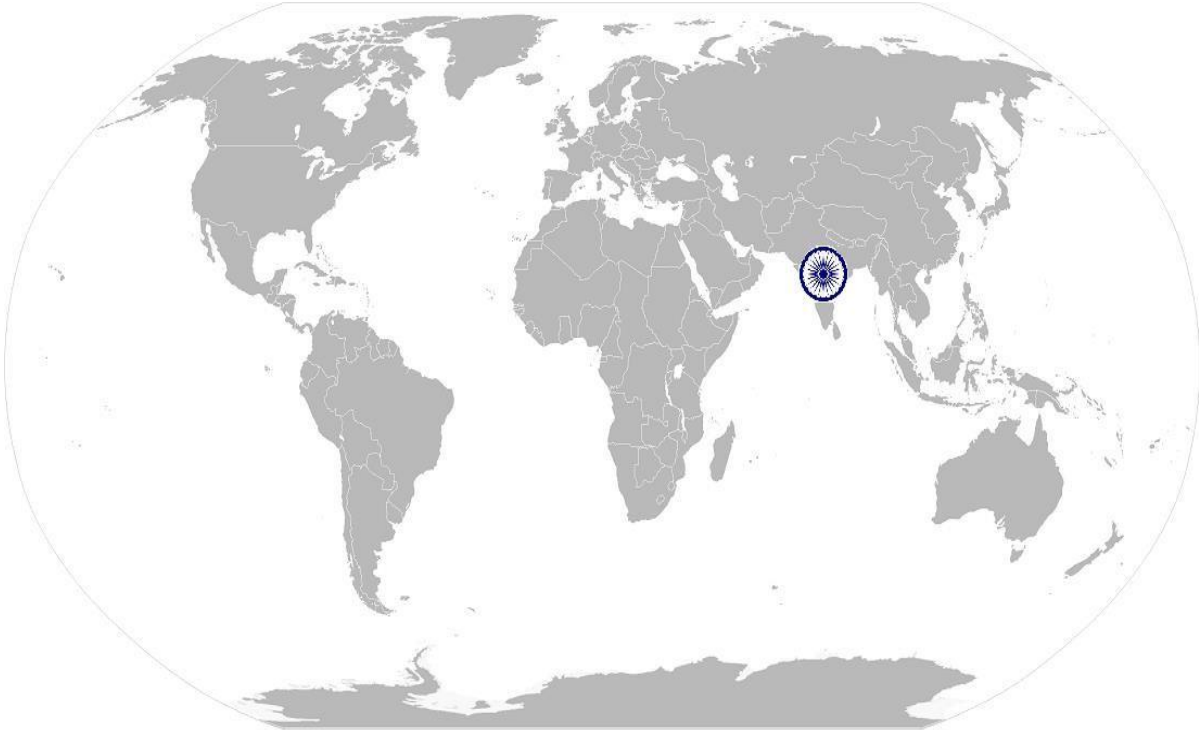
**Skills (S)**

<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA11. prepare the list of PPE and rescue gears SA12. prepare the operation, use and testing of PPE and rescue equipment SA13. list of maintenance of PPE and rescue equipment
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA14. read and assimilate organizational procedures and instructions, as applicable SA15. read and understand the operational instructions. SA16. read signages and notices
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:

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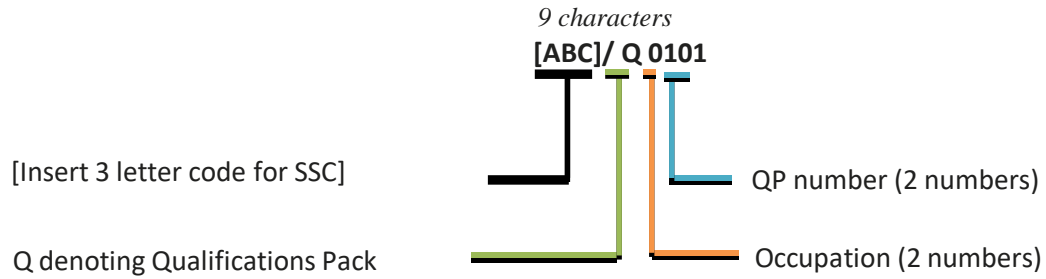
	<p>SA17. speak clearly and coherently                  SA18. listen and comprehend instructions and ask relevant queries                  SA19. give clear instructions to co-workers, if required                  SA20. raise alarm/ make announcement/ speak over phone/ radio</p>
<b>D. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB9. take decisions in emergencies endangering self and others life and property
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB10. plan timely reporting and take briefing SB11. plan and organize assigned duties, training and maintenance schedule SB12. brief the reliever
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB13. manage relationships with all stakeholders SB14. brief seniors and stakeholders after tackling emergency situation
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB15. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB16. analyse potential risk and threats and take suitable actions
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB17. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions	



## Annexure

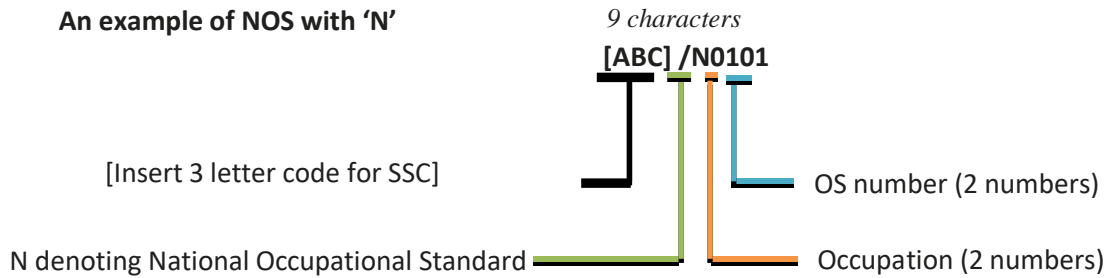
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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*Qualifications Pack for Fire-fighter*

The following acronyms/codes have been used in the nomenclature above:

<b>Sub-sector</b>	<b>Range of Occupation numbers</b>
<b>Office Management &amp; Professional Skills</b>	<b>08-25</b>
<b>Training &amp; Assessment</b>	<b>26-40</b>
<b>Education Sector-Non-Teaching Segment</b>	<b>41-50</b>
<b>Entrepreneurship &amp; Enterprise Development</b>	<b>51 - 70</b>
<b>Security</b>	<b>71 - 90</b>

<b>Sequence</b>	<b>Description</b>	<b>Example</b>
<b>Three letters</b>	Management & Entrepreneurship and Professional	MEP
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	Q
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

**Criteria For Assessment Of Trainees**

**Job Role:** Fire-fighter

**Qualification Pack:** MEP/Q7301

**Sector Skill Council:** Management & Entrepreneurship and Professional Skills Council

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique 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.

Total Marks: 1000		Compulsary NOS		Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Practical	
MEP/N7301 Identify type of fire and response required	PC1. identify layout of premises, critical assets, areas and hazards in the assigned area in discussion with stakeholders and superiors	<b>150</b>	10	4	6	
	PC2. identify fire points, fire alarms, location of hydrants, etc. in the assigned area		10	4	6	
	PC3. monitor fire alarm systems and interpret alarm indicators		10	4	6	
	PC4. recognize fire intimation indication from various sources with alertness		10	4	6	
	PC5. follow communication sequence and procedures as per protocol for fire intimation		11	4	7	
	PC6. assess and decide level of fire and hazardous situation		12	5	7	
	PC7. identify the type of fire		12	5	7	
	PC8. identify fire associated hazards in the assigned area		11	4	7	
	PC9. identify other hazards to life and assets in the assigned area		10	4	6	

Qualifications Pack for Fire-fighter

	PC10. inform authorized personnel the about the exact situation as observed while following organizational protocol		10	4	6
	PC11. identify response to the fire as per the level and type of fire, hazard situation and standard operating procedures		12	5	7
	PC12. identify equipment required for fire-fighting as per the type of response selected as well as availability		12	5	7
	PC13. seek approval from authorized personnel about the fire response suggestion as per organisational protocol		10	4	6
	PC14. gather equipment as per standard operating procedures for emergency response		10	4	6
			<b>150</b>	<b>60</b>	<b>90</b>
MEP/N7302 Carry out first-aid fire fighting using portable extinguishers	PC1. select a suitable equipment for first-aid fire-fighting as per type of fire	<b>200</b>	19	5	14
	PC2. extinguish small fires using suitable first-aid fire-fighting equipment		19	5	14
	PC3. take measures to confine and control small fire		19	5	14
	PC4. ensure safety of self and others while fighting fires		19	5	14
	PC5. report to supervisor about the incident		18	5	13
	PC6. report fire details on call to control room or fire-brigade team		15	5	10
	PC7. raise alarm to personnel in the area using available means such as public address system, word of mouth, loudspeakers, etc.		15	5	10
	PC8. secure area of immediate emergency		19	5	14
	PC9. remove machinery and equipment from area where safe to do so		19	5	14
	PC10. select and set up firefighting equipment available as per response selected Setup: placing of pumps, layout of hose, identify methods of entry, etc.		19	5	14
	PC11. take measures to contain and control a big fire using available fire-fighting equipment till arrival of help and equipment		19	5	14
			<b>200</b>	<b>55</b>	<b>145</b>

Qualifications Pack for Fire-fighter

MEP/N7303 Respond to the fire incidents using fire- fighting systems	PC1. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters	<b>200</b>				
			8	3	5	
	PC2. locate water supply, distribution system, hydraulics and pumps & primers			7	2	5
	PC3. identify fixed fire-fighting systems, foam making equipment and monitors			8	3	5
	PC4. identify automatic fire detection and alarm systems			8	3	5
	PC5. use proper personal protective equipment (PPE) as per the incident			8	3	5
	PC6. locate the place of fire			7	2	5
	PC7. decide entry point and method of entry			8	3	5
	PC8. assess hazards and precautions to be taken while working in the prevailing smoky and dark conditions			8	3	5
	PC9. select proper fire extinguishment appliances as per the fire type and environment			8	3	5
	PC10. place pumps and lay hoses as per standard procedure			8	3	5
	PC11. carry out fire fighting following all necessary precautions and mandatory procedures			9	3	6
	PC12. search premises and rescue people following all necessary precautions and mandatory procedures			8	3	5
	PC13. operate hoses and hand lines effectively during fire-fighting			9	3	6
	PC14. lift the hose, lower the hose and perform under running with the hose as per standard procedure			9	3	6
	PC15. perform rolling of hose in various fashion as per standard procedure			9	3	6
	PC16. operate effective streams			8	3	5
	PC17. use hollow jet, spray, power jet, etc. as per the requirement of the fire situation			8	3	5
	PC18. operate manual, semi-automatic and automatic fire fighting systems as per the requirement of the fire situation while adhering to standard procedure			9	3	6
	PC19. operate nozzles and valves to control water as per as per the requirement of the fire situation			9	3	6
	PC20. operate hand controlled and non-hand controlled fire fighting equipment			9	3	6
	PC21. carry out salvage operation with safety considerations			7	2	5
	PC22. stop water from sprinkler heads and remove water			7	2	5
PC23. implement methods of protecting material goods		7	2	5		

Qualifications Pack for Fire-fighter

	PC24. remove damaged and deteriorated equipment and material		7	2	5
	PC25. replace/replenish fire equipment/material		7	2	5
			<b>200</b>	<b>68</b>	<b>132</b>
<b>MEP/N7304</b> <b>Carry out rescue operation and administer medical first-aid</b>	PC1. identify location of the injured and casualties	<b>150</b>	5	2	3
	PC2. obtain information about the situation promptly and from reliable sources		5	2	3
	PC3. assess the situation requiring rescue to identify type of causality, number of people involved, criticality, condition of the area, etc.		6	2	4
	PC4. identify the hazards associated with the situation		6	2	4
	PC5. plan rescue operation as per situation in line with standard operating procedures and instructions received		5	2	3
	PC6. communicate to the relevant stakeholders		4	1	3
	PC7. identify available rescue equipment at the assigned premises		5	2	3
	PC8. identify suitable rescue equipment for specific situations		5	2	3
	PC9. use and operate cutting, lifting and other rescue equipment/tools as per standard operating procedure		5	2	3
	PC10. use body and respiratory protection gears (PPEs & SCBA) as per standard operating procedure		5	2	3
	PC11. identify relevant characteristics of the overall premises and area		4	1	3
	PC12. analyse floor plan at each floor to identify important rescue and evacuation related information		5	2	3
	PC13. identify locations of assembly/muster points		4	1	3
	PC14. locate escape route		4	1	3
	PC15. interpret notification and evacuation system		5	2	3
	PC16. interpret codes of various emergency alarms and signals		5	2	3
	PC17. apply rescue techniques as per standard operating procedures and organisational policies		5	2	3
	PC18. lower and lift self, equipment and casualties using ropes, lines and extension ladders		5	2	3
	PC19. deal with or avoid hazards and risks as per standard operating procedures and organisational policies		5	2	3
	PC20. assess situation to determine need for self evacuation or external assistance.		5	2	3
	PC21. minimise risk of further injury to injured person,		6	3	3

Qualifications Pack for Fire-fighter

	according to organisational policies and procedures				
	PC22. carry out rescue on land, at heights and in water		6	3	3
	PC23. carry out rescue using fall protection equipment		6	2	4
	PC24. evaluate surroundings and situation correctly		5	2	3
	PC25. assess the condition of the casualty and identify medical emergencies and trauma conditions		5	2	3
	PC26. summarize contents usage of first aid box		5	2	3
	PC27. assess air way, breathing and circulation in the casualty		5	2	3
	PC28. give CPR and resuscitation (artificial respiration)		5	2	3
	PC29. administer first-aid as per medical standards		5	2	3
	PC30. call for professional medical help where own competence is not adequate		4	1	3
			<b>150</b>	<b>57</b>	<b>93</b>
<b>MEP/N7305 Inspect installed fire safety equipment and systems for operational readiness</b>	PC1. identify the parts and components of the first-aid fire-fighting equipment available and their parts and components	<b>130</b>			
			7	2	5
	PC2. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters		8	3	5
	PC3. identify different types of ladders and their use		7	2	5
	PC4. identify different tools and special gears used by Fire-fighter		8	3	5
	PC5. interpret working of fire and foam tenders		7	3	4
	PC6. Identify location of water supply, distribution system, hydraulics and pumps & primers		7	2	5
	PC7. identify fixed fire-fighting systems, foam making equipment and monitors		8	3	5
	PC8. identify automatic fire detection and alarm systems		7	2	5
	PC9. obtain list of and access to fire safety equipment and systems allocated to assigned area		7	3	4
	PC10. identify parameters to be inspected to ensure operational readiness of fire safety equipment and systems		7	4	3
PC11. conduct an inventory of fire safety equipment		7	2	5	

Qualifications Pack for Fire-fighter

	and systems in assigned area and tally with records				
	PC12. inspect the condition of all fire safety equipment and systems		8	3	5
	PC13. ensure proper functioning of fire safety equipment and systems by coordinating with maintenance team and procurement team		7	2	5
	PC14. store safety equipment and systems at station level as per manufacturer's guidelines		7	2	5
	PC15. complete documentation for inventory, inspection and maintenance of fire safety equipment and systems in assigned area		7	2	5
	PC16. report tools and equipment deterioration and damages to superiors		7	3	4
	PC17. discard tools and equipment at or before their service life		7	2	5
	PC18. update testing schedule and testing report		7	3	4
			<b>130</b>	<b>46</b>	<b>84</b>
<b>MEP/N7306</b>	PC1. identify and report risks and hazards at the workplace	<b>100</b>	5	2	3
<b>Maintain health and safety of self and others as a fire-fighter</b>	PC2. carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority		6	2	4
	PC3. keep emergency and escape routes free from obstructions		5	2	3
	PC4. report violation to appropriate authority in a timely manner where violation is not addressable within limits of own authority,		6	2	4
	PC5. wear personal safety gear and clothing as per organisational procedure		4	1	3
	PC6. check violators of defined safety and security instructions and report violations		6	2	4
	PC7. report to superiors and emergency service organisations for assistance in the event of emergencies		4	1	3
	PC8. assess and respond for life safety of self and others		6	2	4
	PC9. practice safety steps in an emergency		6	2	4
	PC10. use body protection and respiratory protection gear		6	2	4
	PC11. ensure self and other's safety keeping in view basic industrial safety management		6	2	4
	PC12. perform physical exercises and activities (commensurate with age) regularly		5	1	4
	PC13. maintain good personal hygiene and habits as per organisational and professional standards		6	2	4
	PC14. maintain own professional standards at work by		6	2	4



Qualifications Pack for Fire-fighter

	avoiding alcohol, tobacco, drugs and other intoxicants				
	PC15. follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV, etc.		6	2	4
	PC16. maintain dietary control		6	2	4
	PC17. undergo regular medical and physical check-up		6	2	4
	PC18. practice proper lifting techniques		5	1	4
			<b>100</b>	<b>32</b>	<b>68</b>
<b>MEP/N7307 Work effectively as a fire-fighter</b>	PC1. ensure instructions received are clearly understood, acknowledged and implemented	<b>70</b>	3	1	2
	PC2. relay instructions clearly, concisely and accurately to co-workers and obtain confirmation of understanding		3	1	2
	PC3. identify organisational priorities and key assets that have to be kept in mind during an emergency situation by discussing with stakeholders and seniors		3	1	2
	PC4. identify need for additional support as per work load and communicate it clearly to appropriate person		3	1	2
	PC5. participate with team members in mock fire and emergency drills		4	1	3
	PC6. follow established protocol for working in a team during emergency situations		4	1	3
	PC7. identify signs of stress in self and team members and take action to manage it		3	1	2
	PC8. give and receive instructions concisely and clearly		3	1	2
	PC9. seek and provide responses from and to, other team members in a constructive way		3	1	2
	PC10. follow organisational procedures and standards relating to conduct and dress code at the workplace		3	1	2
	PC11. raise alarm/ make announcement/ speak over phone/ radio clearly, coherently and calmly		4	1	3
	PC12. receive fire/ emergency calls with alertness and promptness		3	1	2
	PC13. give clear, coherent instructions to people in a calm manner		3	1	2
	PC14. instruct and guide occupants of premises as per the plan		3	1	2
	PC15. guide municipal fire and emergency service personnel		3	1	2
	PC16. implement crowd control procedures as per organisational protocol		3	1	2
	PC17. take measures to reduce confusion, lower emotional stress and organise people as per instructions		3	1	2
	PC18. deal with conflict in a calm manner as per established protocol		3	1	2

*Qualifications Pack for Fire-fighter*

PC19. use communications system correctly to facilitate transmission and reception	3	1	2
PC20. operate equipments safely to support communications as per organisational policies and procedures	4	2	2
PC21. inspect communications equipment to ensure operational readiness	3	1	2
PC22. transmit and receive communications concisely and clearly to facilitate accurate reception of the message as per organisational policies and procedures	3	1	2
	<b>70</b>	<b>23</b>	<b>47</b>