Firefighter

QP Code: MEP/Q7301

Version: 4.0

NSQF Level: 4

Management & Entrepreneurship and Professional Skills Council || Management & Entrepreneurship and Professional Skills Council (MEPSC), 20th Floor, Amba Deep, 14 Kasturba Gandhi Marg New Delhi - 110001. || email:nsingh@mepsc.in

Contents

MEP/Q7301: Firefighter

Brief Job Description

Firefighters address a broad spectrum of emergencies including fires, hazardous spills, natural disasters and rescue operations, leveraging advanced tools such as IoT-enabled devices, AI-based systems, and automated firefighting equipment. They ensure proactive safety measures through inspections and virtual training while maintaining physical and mental readiness to respond effectively to emergencies.

Personal Attributes

The Fire-fighter should think quickly and use initiative in emergency situations, display courage, resilience and have healthy habits as well as have technical aptitude, commitment and proficiency in his duties. This person should cope with distressing situations, be able to work as part of a team, follow orders, reassure causalities in a compassionate way and deal with onlookers including troublemakers. The role also requires effective communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MEP/N7301: Identify type of fire and response required

2. MEP/N7302: Carry out initial firefighting using relevant fire extinguishers

3. MEP/N7303: Respond to the fire incident using firefighting systems

4. MEP/N7304: Carry out rescue operation and administer medical first-aid

5. MEP/N7305: Inspect installed fire safety equipment and systems and ensure their operational readiness

6. MEP/N7306: Maintain health and safety of self and others as a firefighter

7. MEP/N7307: Work effectively in a team as a firefighter at the workplace

8. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Management
Sub-Sector	Security

Occupation	Fire-Fighting, Fire-Fighting
Country	India
NSQF Level	4
Credits	21
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5411.0100
Minimum Educational Qualification & Experience	10th grade pass with 3 Years of experience of relevant experience in firefighting
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA), 2005
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	08/05/2028
NSQC Approval Date	08/05/2025
Version	4.0
Reference code on NQR	QG-04-OA-04027-2025-V2-MEPSC
NQR Version	4

Remarks:

The Fire-fighter should also fulfill 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)

MEP/N7301: Identify type of fire and response required

Description

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.

Scope

The scope covers the following :

- Assess fire and hazards
- Select appropriate response and equipment required

Elements and Performance Criteria

Assess fire and hazards

To be competent, the user/individual on the job must be able to:

PC1. monitor fire alarm systems and interpret alarm indicators

PC2. reach location of fire immediately on receiving intimation of fire

PC3. identify fire points, fire alarms, location of hydrants, etc. in the area

PC4. follow communication sequence and procedures as per protocol for fire intimation

PC5. identify fire associated hazards in the assigned area

PC6. Verify access to restricted areas using biometric systems linked to IoT-enabled fire safety systems.

PC7. Use IoT-enabled smoke and flame detectors to identify fire hazards in real time.

PC8. Leverage AI-based systems to predict fire risks in high-risk zones using historical data.

PC9. maintain log of incidents

PC10. Apply relevant laws and regulations effectively such as National Building Code (NBC), PSARA, and state-level fire prevention acts like Delhi Fire Prevention and Fire Safety Act, 1986

Select appropriate response and equipment required

To be competent, the user/individual on the job must be able to:

PC11. identify response to the fire as per the level and type of fire and hazard situation

PC12. identify equipment required for fire-fighting as per the type of response selected as well as availability

PC13. inform authorized personnel about the fire response suggestion as per organisational protocol

PC14. Functioning of various fix firefighting systems (Gas flooding system, CO2 flooding system, Inergen flooding system and FM200 flooding system).

PC15. Separation system like wet chemical for kitchen

PC16. Using HVLR (High Velocity Long Range - Foam & Water), various types of fire tenders (water tender, foam tender, DCP tender and rescue tender)

PC17. Permit system (hot work permit, height work permit , confined space permit etc.

PC18. mobilise resources as per procedures for emergency response

PC19. maintain records and documents as per organizational procedure

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisation policies, procedures and priorities for area of work

KU2. the emergency response plan (ERP) of the workplace

KU3. the reporting system within his own organization and at workplace

KU4. the location of muster points and emergency exit routes

KU5. layout of the premises, fire points, fire alarm, location of hydrants, etc.

KU6. 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)

KU7. types of automatic Fire Detection cum Alarm System

KU8. operation of fire alarm panel board and area annunciation panel board

KU9. assessment of fire scene-nature of fire and associated hazards

KU10. types of matter and their physical properties

KU11. 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)

KU12. measurement of temperature and conversion of scales

KU13. duties to be performed on way to fire

KU14. sizing and proper assessment of fire scene-nature of fire and associated hazards

KU15. 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

KU16. methods of fire extinguishment-cooling, smothering and starvation

KU17. types of fire extinguishers, extinguishment theory for dry chemical application

KU18. suitability of fire extinguishers

KU19. theory of application of dry chemical

KU20. state the classification of fire

KU21. concept of heat and combustion

KU22. categorization of flammable and combustible liquids and gases

KU23. concept of flash point, ignition temperature, auto ignition temperature, flammability range and explosive limits

KU24. control operations, containment and confinement operations for small fires as well as fire incidents

KU25. occupational, operational and general hazards including hazardous material

KU26. hot and cold work permits, working at heights as well as in confined spaces

KU27. emergencies and disasters-Natural and manmade disasters, fundamentals of emergency response plan(ERP)

KU28. fundamentals of ERP during natural and man-made disasters

KU29. different types of breaches of safety and security

KU30. procedures for coordinating with team members and other stakeholders

KU31. importance of qualities like mental agility, resilience, alertness and discipline

KU32. reporting/ recording procedure and formats

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read signages and notices

GS2. read and interpret instructions, information and procedures in the workplace

GS3. read and interpret instructions received from various sources

GS4. read ERP and instructions for proper implementation

GS5. express ideas clearly through written document

GS6. communicate effectively to manager, supervisor and colleagues

GS7. speak clearly and emphatically

GS8. raise alarm/ make announcement/ speak over phone/ radio

GS9. document activities/ reports in a chronological order

GS10. prepare work permits

GS11. use computer for elementary documentation

GS12. maintain registers and documents in control rooms

GS13. write in English and at least in one vernacular language

GS14. make decisions on situations that self can handle and ones that requires to be passed on to the superiors

GS15. identify and organize systems and required resources

GS16. dentify critical tasks and emergency situations

GS17. plan timely reporting and briefing

GS18. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency

GS19. be polite and courteous under all circumstances

GS20. observe people, activities and movements keenly

GS21. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assess fire and hazards	**15**	**30**	**-**	**-**
PC1. monitor fire alarm systems and interpret alarm indicators	-	-	-	-
PC2. reach location of fire immediately on receiving intimation of fire	-	-	-	-
PC3. identify fire points, fire alarms, location of hydrants, etc. in the area	-	-	-	-
PC4. follow communication sequence and procedures as per protocol for fire intimation	-	-	-	-
PC5. identify fire associated hazards in the assigned area	-	-	-	-
PC6. Verify access to restricted areas using biometric systems linked to IoT-enabled fire safety systems.	-	-	-	-
PC7. Use IoT-enabled smoke and flame detectors to identify fire hazards in real time.	-	-	-	-
PC8. Leverage AI-based systems to predict fire risks in high-risk zones using historical data.	-	-	-	-
PC9. maintain log of incidents	-	-	-	-
PC10. Apply relevant laws and regulations effectively such as National Building Code (NBC), PSARA, and state-level fire prevention acts like Delhi Fire Prevention and Fire Safety Act, 1986	-	-	-	-
Select appropriate response and equipment required	**15**	**40**	**-**	**-**
PC11. identify response to the fire as per the level and type of fire and hazard situation	-	-	-	-
PC12. identify equipment required for fire-fighting as per the type of response selected as well as availability	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. inform authorized personnel about the fire response suggestion as per organisational protocol	-	-	-	-
PC14. Functioning of various fix firefighting systems (Gas flooding system, CO2 flooding system, Inergen flooding system and FM200 flooding system).	-	-	-	-
PC15. Separation system like wet chemical for kitchen	-	-	-	-
PC16. Using HVLR (High Velocity Long Range - Foam & Water), various types of fire tenders (water tender, foam tender, DCP tender and rescue tender)	-	-	-	-
PC17. Permit system (hot work permit, height work permit , confined space permit etc.	-	-	-	-
PC18. mobilise resources as per procedures for emergency response	-	-	-	-
PC19. maintain records and documents as per organizational procedure	-	-	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7301
NOS Name	Identify type of fire and response required
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	3
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7302: Carry out initial firefighting using relevant fire extinguishers

Description

This unit deals in detail with first-aid/ initial fire fighting which involves putting out small fires and containing or controlling big fires till arrival of help using relevant fire extinguishers as per standards.

Scope

The scope covers the following :

- Manage and/or control fire with relevant fire extinguishers

Elements and Performance Criteria

Manage and/or control fire with relavant fire extinguishers

To be competent, the user/individual on the job must be able to:

PC1. select 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.

PC2. extinguish small fires using suitable fire-fighting equipment

PC3. use available fire-fighting equipment to confine and control fire

PC4. contact fire-brigade about large fires and provide adequate information

PC5. raise fire-alarm and give instructions on reaching the safe meeting point/fire assemble point

PC6. Use digital aids to ensure effective handling of fire extinguishers

PC7. secure area of immediate emergency

PC8. remove machinery and equipment from an area, if safe to do so

PC9. identify smoke inhalation danger points and bottlenecks in rescue operations

PC10. follow correct protocol and procedures for evacuation and removal of items

PC11. maintain records and reports as required

PC12. file incident report in the right format with the appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. layout of the premises, fire points, fire alarm, location of hydrants, etc.

KU2. location of first aid firefighting equipment installations

KU3. fire assembly point

KU4. reporting process

KU5. meaning and purpose of first aid-fire fighting

KU6. elements of fire control like Structural fire components, Ground cover fire components, Vehicular fire components, Flammable liquids fire components, Flammable gases fire components

KU7. characteristics of first-aid fire-fighting equipment

KU8. parts and components of first-aid fire-fighting equipment

KU9. suitability and operation of first aid firefighting equipment

KU10. process of fire extinguishment

KU11. watch room procedures and mobilization

KU12. sizing and proper assessment of fire scene-nature of fire and associated hazards

KU13. duties on reaching the spot (like sending message, placing of pumps, layout of hose, methods of entry, working in smoke/darkness)

KU14. precautions to prevent smoke inhalation

KU15. effects of smoke inhalation and remedial measures

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and task

GS2. document activities/ reports in a chronological order

GS3. prepare work permits- hot/ cold permits

GS4. prepare plan for vessel entry and working at height permit

GS5. use basic computer applications

GS6. write in English and at least in one vernacular language

GS7. read user manuals and operating instructions of equipments and machinery

GS8. read signages and notices

GS9. read and assimilate applicable ERP and instructions

GS10. raise alarm/ make announcement/ speak over phone/ radio

GS11. speak clearly and coherently

GS12. comprehend instructions and ask relevant queries

GS13. give clear instructions to co-workers

GS14. instruct and guide occupants of premises

GS15. interact with other fire and emergency services

GS16. brief seniors and stakeholders after tackling emergency situation

GS17. assess and decide level of emergency situations endangering life and property

GS18. select proper equipment and extinguishing mediums to control or isolate emergencies

GS19. plan timely reporting and briefing

GS20. plan and organize assigned duties and maintenance of schedule

GS21. manage relationships with all stakeholders

GS22. think through an emergency situation, evaluate the possible option(s) and adopt the best possible approach to minimize/ eliminate risk/ emergency

GS23. identify potential risks and threats and take suitable actions

GS24. analyse and identify risk/ emergency and make decisions on corrective actions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Manage and/or control fire with relavant fire extinguishers	**30**	**70**	**-**	**-**
PC1. select 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.	-	-	-	-
PC2. extinguish small fires using suitable fire-fighting equipment	-	-	-	-
PC3. use available fire-fighting equipment to confine and control fire	-	-	-	-
PC4. contact fire-brigade about large fires and provide adequate information	-	-	-	-
PC5. raise fire-alarm and give instructions on reaching the safe meeting point/fire assemble point	-	-	-	-
PC6. Use digital aids to ensure effective handling of fire extinguishers	-	-	-	-
PC7. secure area of immediate emergency	-	-	-	-
PC8. remove machinery and equipment from an area, if safe to do so	-	-	-	-
PC9. identify smoke inhalation danger points and bottlenecks in rescue operations	-	-	-	-
PC10. follow correct protocol and procedures for evacuation and removal of items	-	-	-	-
PC11. maintain records and reports as required	-	-	-	-
PC12. file incident report in the right format with the appropriate authority	-	-	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7302
NOS Name	Carry out initial firefighting using relevant fire extinguishers
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	3
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7303: Respond to the fire incident using firefighting systems

Description

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

Scope

The scope covers the following :

- Operate various firefighting systems
- Respond to fires, hazards and other emergencies
- Carry out salvage
- Material and energy conservation practices

Elements and Performance Criteria

Operate various firefighting systems

To be competent, the user/individual on the job must be able to:

PC1. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters

PC2. identify fixed fire-fighting systems, foam making equipment and monitors

PC3. identify automatic fire detection and alarm systems

PC4. operate hoses and hand lines effectively during firefighting as per standard procedure

PC5. perform rolling of hose in various fashion as per standard procedure

PC6. use hollow jet, spray, power jet, etc. as per the requirement of the fire situation

PC7. operate manual, semi-automatic and automatic fire fighting systems as per the requirement of the fire situation while adhering to standard procedure

PC8. operate nozzles and valves to control water as per as per the requirement of the fire situation

PC9. Use automated firefighting systems, such as sprinklers and deluge valves, integrated with IoT monitoring.

PC10. operate hand controlled and non-hand controlled firefighting equipment

Respond to fires, hazards and other emergencies

To be competent, the user/individual on the job must be able to:

PC11. locate water supply, distribution system, hydraulics and pumps and primers

PC12. use proper personal protective equipment (PPE) as per the incident

PC13. locate the place of fire and possible entry points

PC14. determine method of entry and entry point

PC15. assess hazards, prevailing smoky and dark conditions and precautions to be taken

PC16. select proper fire extinguishment appliances as per the fire type and environment

PC17. place pumps and lay hoses as per standard procedure

PC18. carry out fire fighting following all necessary precautions and mandatory procedures

PC19. search premises and rescue people following all necessary precautions and mandatory procedures

PC20. Employ cloud-based communication systems to coordinate with the command center during firefighting operations.

Carry out salvage

To be competent, the user/individual on the job must be able to:

PC21. carry out salvage operation with safety considerations

PC22. implement methods of protecting material goods

PC23. remove damaged and deteriorated equipment and material

PC24. manage flowing and collected water and remove them as much as possible

PC25. replace/replenish fire equipment/material

Material and energy conservation practices

To be competent, the user/individual on the job must be able to:

PC26. identify processes where material utilization can be optimized

PC27. ensure appliances and equipment are switched off when not in use

PC28. minimise water wastage through maintenance of hose and other machinery and plugging leaks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures with respect to safety of people, property and premises

KU2. organisational communication procedure

KU3. organisational documentation and update procedures

KU4. organisational procedures related to operation of fire-fighting systems

KU5. procedures of declaring emergency scene safety

KU6. on site emergency, off site emergency level-1, level-2 and level-3

KU7. procedures of apparatus safety

KU8. reporting/ debriefing procedure

KU9. line communication, radio communication and sign language

KU10. watch room procedures and mobilization

KU11. duties on way to fire

KU12. sizing and proper assessment of fire scene-nature of fire and associated hazards

KU13. duties on reaching the spot (like sending message, placing of pumps, layout of hose, methods of entry, working in smoke/darkness)

KU14. different fire extinguishment systems, their accessories, extensions, attachments and their usage

KU15. primary and secondary search of structures, safe evacuation procedures, evacuation of survivors and removal of bodies

KU16. duties after firefighting and salvage work

KU17. examination of equipment for replacement/replenishment of fire equipment/material

KU18. hose, hose appliances and hose tools

KU19. connectors, breechings, nozzles and adapters

KU20. water supply-Natural and manmade sources

KU21. water as an extinguishing agent and other extinguishing media

KU22. water distribution system-direct pumping and gravity systems, main trunk,secondary and service lines

KU23. normal operating pressures, static pressures, floor pressures & effective streams

KU24. primary and secondary search of structures, safe evacuation procedures, evacuation of survivors and removal of bodies

KU25. types of pump and Primers Pump and Primers: Classification of common pumps in use in Fire Service, Centrifugal pumps- its parts, construction & their function, Different types of primers, Reciprocating and Gas Ejector primers

KU26. foam as an extinguishing media, properties of foam and techniques of fire extinguishment by foam, foam making equipment

KU27. fixed firefighting systems- (hydrants, sprinklers, standpipe, deluge, fixed foam auto, semi-auto protection systems)

KU28. monitors - (Water monitors, self-aspirating foam monitors, portable ground monitors, elevated monitors, oscillating monitors, remote controlled operated monitors)

KU29. ventilation of flame, heat and smoke

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and tasks

GS2. document activities/ reports in a chronological order

GS3. document occurrence book and fire report

GS4. write duty register and leave register

GS5. prepare work permits - hot/ cold permits

GS6. operate basic computer applications

GS7. document operations in control room

GS8. write in English and at least in one vernacular language

GS9. read user manuals and operating instructions of equipment and machinery

GS10. read signages and notices

GS11. read and applicable ERP and instructions

GS12. raise alarm/ make announcement/ speak over phone/ radio

GS13. receive fire emergency call

GS14. speak clearly and coherently

GS15. comprehend instructions and ask relevant queries

GS16. give clear instructions to co-workers

GS17. instruct and guide people on the premises

GS18. interact with fire and emergency services

GS19. assess and decide level of emergency endangering life and property

GS20. size, assess and resize a situation

GS21. plan timely reporting and briefing

GS22. plan and organize assigned duties, training and maintenance schedule

GS23. manage relationships with all stakeholders

GS24. debrief seniors and stakeholders after tackling emergency situation

GS25. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency

GS26. analyse potential risk and threats and take suitable actions

GS27. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions

GS28. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Operate various firefighting systems	**10**	**20**	**-**	**-**
PC1. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters	-	-	-	-
PC2. identify fixed fire-fighting systems, foam making equipment and monitors	-	-	-	-
PC3. identify automatic fire detection and alarm systems	-	-	-	-
PC4. operate hoses and hand lines effectively during firefighting as per standard procedure	-	-	-	-
PC5. perform rolling of hose in various fashion as per standard procedure	-	-	-	-
PC6. use hollow jet, spray, power jet, etc. as per the requirement of the fire situation	-	-	-	-
PC7. operate manual, semi-automatic and automatic fire fighting systems as per the requirement of the fire situation while adhering to standard procedure	-	-	-	-
PC8. operate nozzles and valves to control water as per as per the requirement of the fire situation	-	-	-	-
PC9. Use automated firefighting systems, such as sprinklers and deluge valves, integrated with IoT monitoring.	-	-	-	-
PC10. operate hand controlled and non-hand controlled firefighting equipment	-	-	-	-
Respond to fires, hazards and other emergencies	**10**	**20**	**-**	**-**
PC11. locate water supply, distribution system, hydraulics and pumps and primers	-	-	-	-
PC12. use proper personal protective equipment (PPE) as per the incident	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. locate the place of fire and possible entry points	-	-	-	-
PC14. determine method of entry and entry point	-	-	-	-
PC15. assess hazards, prevailing smoky and dark conditions and precautions to be taken	-	-	-	-
PC16. select proper fire extinguishment appliances as per the fire type and environment	-	-	-	-
PC17. place pumps and lay hoses as per standard procedure	-	-	-	-
PC18. carry out fire fighting following all necessary precautions and mandatory procedures	-	-	-	-
PC19. search premises and rescue people following all necessary precautions and mandatory procedures	-	-	-	-
PC20. Employ cloud-based communication systems to coordinate with the command center during firefighting operations.	-	-	-	-
Carry out salvage	**5**	**20**	**-**	**-**
PC21. carry out salvage operation with safety considerations	-	-	-	-
PC22. implement methods of protecting material goods	-	-	-	-
PC23. remove damaged and deteriorated equipment and material	-	-	-	-
PC24. manage flowing and collected water and remove them as much as possible	-	-	-	-
PC25. replace/replenish fire equipment/material	-	-	-	-
Material and energy conservation practices	**5**	**10**	**-**	**-**
PC26. identify processes where material utilization can be optimized	-	-	-	-
PC27. ensure appliances and equipment are switched off when not in use	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. minimise water wastage through maintenance of hose and other machinery and plugging leaks	-	-	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7303
NOS Name	Respond to the fire incident using firefighting systems
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	5
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7304: Carry out rescue operation and administer medical first-aid

Description

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

Scope

The scope covers the following :

- Prepare for rescue operations
- Carry out rescue and evacuation operations
- Administer medical first-aid
- Gender mainstreaming and inclusivity

Elements and Performance Criteria

Prepare for rescue operations

To be competent, the user/individual on the job must be able to:

PC1. analyse floor plan at each floor to identify important rescue and evacuation related information like exit routes

PC2. identify locations of assembly/muster points

PC3. identify and assess location of the injured and causalities

PC4. identify and assess the hazards associated with the situation

PC5. plan rescue operation as per situation

PC6. identify suitable rescue equipment available at the assigned premises

PC7. interpret notification and evacuation system

PC8. interpret codes of various emergency alarms and signals

PC9. communicate to the relevant stakeholders and incident command

Carry out rescue and evacuation operations

To be competent, the user/individual on the job must be able to:

PC10. use body and respiratory protection gears (PPEs & SCBA) as per standard operating procedures

PC11. Use thermal imaging cameras to locate individuals in low-visibility conditions during rescue operations.

PC12. Employ IoT-based air quality monitors to assess respiratory risks before entering hazardous zones.

PC13. use cutting, lifting and other rescue equipment/tools as per standard operating procedures

PC14. apply rescue techniques as per relevant legislation and organisational policies and procedures

PC15. negotiate or avoid hazards and risks safely

PC16. assess situation to determine need for self evacuation or external assistance.

PC17. follow procedures to minimise risk of further injury to injured person

PC18. carry out rescue on land, at heights and in water

PC19. carry out rescue using rope and allied accessories and fall protection equipment

Administer medical first-aid

To be competent, the user/individual on the job must be able to:

PC20. assess air way, breathing and circulation in the casualty/ rescued victim

PC21. assess the condition of the casualty and notify about medical emergencies and trauma conditions to concerned person

PC22. provide necessary first aid like CPR and resuscitation (artificial respiration)

PC23. call for professional medical help where own competence is not adequate

PC24. update/brief the health personnel on the condition of the rescue victim in terms of possible smoke inhalation and other fire situation

Gender mainstreaming and inclusivity

To be competent, the user/individual on the job must be able to:

PC25. use gender neutral and unbiased statements to calm victims

PC26. respond to special needs of PWD, pregnant women and children

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures for rescue and first aid

KU2. organisational reporting procedure

KU3. method and means of keeping escape routes accessible

KU4. the response needed in case of specific situations

KU5. materials and their characteristics under fire conditions

KU6. standard operating procedures on communicating to incident command

KU7. victim removal techniques

KU8. plan of action for victim removal

KU9. use of thermal imaging camera

KU10. methods of drags and carrying of victim

KU11. materials and their characteristics under fire conditions

KU12. building collapse and rescue operation

KU13. the risk of live electricity cables

KU14. fire escapes, entry/exit routes and assembly areas

KU15. emergency scene safety and measures to be taken for various rescue situations

KU16. fire escapes, entry/exit routes and assembly areas

KU17. rescue of trapped victims with low/ high probability of survival

KU18. methods to rescue trapped persons in lifts, sewer, under vehicle, debris of collapsed building material and hazardous places

KU19. efficacy of PPE and rescue equipment in the given situation

KU20. different types of medical situations and related medical first-aidMedical 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 and the like

KU21. different methods of Resuscitation and where to use them

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and tasks

GS2. document activities/ reports in a chronological order

GS3. document occurrence book and fire report

GS4. write duty register and leave register

GS5. prepare work permits - hot/ cold permits

GS6. operate basic computer applications

GS7. document operations in control room

GS8. write in English and at least in one vernacular language

GS9. read user manuals and operating instructions of equipment and machinery

GS10. read signages and notices

GS11. read applicable ERP and instructions

GS12. raise alarm/ make announcement/ speak over phone/ radio

GS13. receive fire emergency call

GS14. speak clearly and coherently

GS15. comprehend instructions and ask relevant queries

GS16. give clear instructions to co-workers

GS17. instruct and guide people at the premises

GS18. interact with other fire and emergency service personnel

GS19. assess and decide level of emergencies endangering life and property

GS20. select proper equipment and extinguishing mediums

GS21. size, assess and resize a situation

GS22. undertake ventilation of flame, heat and smoke

GS23. plan timely reporting and briefing

GS24. plan and organize assigned duties, training and maintenance schedule

GS25. brief the reliever

GS26. manage relationships with all stakeholders

GS27. debrief seniors and stakeholders after tackling emergency situation

GS28. prepare fire report in chronological order

GS29. replace/replenish used fire equipment/material

GS30. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency

GS31. analyse potential risk and threats and take suitable actions

GS32. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions

GS33. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for rescue operations	**10**	**20**	**-**	**-**
PC1. analyse floor plan at each floor to identify important rescue and evacuation related information like exit routes	-	-	-	-
PC2. identify locations of assembly/muster points	-	-	-	-
PC3. identify and assess location of the injured and causalities	-	-	-	-
PC4. identify and assess the hazards associated with the situation	-	-	-	-
PC5. plan rescue operation as per situation	-	-	-	-
PC6. identify suitable rescue equipment available at the assigned premises	-	-	-	-
PC7. interpret notification and evacuation system	-	-	-	-
PC8. interpret codes of various emergency alarms and signals	-	-	-	-
PC9. communicate to the relevant stakeholders and incident command	-	-	-	-
Carry out rescue and evacuation operations	**10**	**20**	**-**	**-**
PC10. use body and respiratory protection gears (PPEs & SCBA) as per standard operating procedures	-	-	-	-
PC11. Use thermal imaging cameras to locate individuals in low-visibility conditions during rescue operations.	-	-	-	-
PC12. Employ IoT-based air quality monitors to assess respiratory risks before entering hazardous zones.	-	-	-	-
PC13. use cutting, lifting and other rescue equipment/tools as per standard operating procedures	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. apply rescue techniques as per relevant legislation and organisational policies and procedures	-	-	-	-
PC15. negotiate or avoid hazards and risks safely	-	-	-	-
PC16. assess situation to determine need for self evacuation or external assistance.	-	-	-	-
PC17. follow procedures to minimise risk of further injury to injured person	-	-	-	-
PC18. carry out rescue on land, at heights and in water	-	-	-	-
PC19. carry out rescue using rope and allied accessories and fall protection equipment	-	-	-	-
Administer medical first-aid	**8**	**20**	-	-
PC20. assess air way, breathing and circulation in the casualty/ rescued victim	-	-	-	-
PC21. assess the condition of the casualty and notify about medical emergencies and trauma conditions to concerned person	-	-	-	-
PC22. provide necessary first aid like CPR and resuscitation (artificial respiration)	-	-	-	-
PC23. call for professional medical help where own competence is not adequate	-	-	-	-
PC24. update/brief the health personnel on the condition of the rescue victim in terms of possible smoke inhalation and other fire situation	-	-	-	-
Gender mainstreaming and inclusivity	**2**	**10**	-	-
PC25. use gender neutral and unbiased statements to calm victims	-	-	-	-
PC26. respond to special needs of PWD, pregnant women and children	-	-	-	-
NOS Total	**30**	**70**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7304
NOS Name	Carry out rescue operation and administer medical first-aid
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	3
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7305: Inspect installed fire safety equipment and systems and ensure their operational readiness

Description

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

Scope

The scope covers the following :

- Inspect fire safety equipment and systems

Elements and Performance Criteria

Inspect fire safety equipment and systems

To be competent, the user/individual on the job must be able to:

PC1. prepare testing and inspection schedule

PC2. identify the parts and components of the first-aid fire-fighting equipment available and their parts and components

PC3. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters

PC4. identify different tools and special gears used by firefighter

PC5. interpret working of fire and foam tenders

PC6. specify parameters to be inspected to ensure operational readiness of fire safety equipment and systems

PC7. prepare an inventory of fire safety equipment and systems in assigned area and tally with records

PC8. examine condition of fixed fire-fighting systems, foam making equipment and monitors (Condition: proper functioning, availability of consumables as per prescribed levels, cleanliness and properly maintained, proper storage, etc)

PC9. evaluate automatic fire detection and alarm systems

PC10. Analysing hazardous situations and taking appropriate action

PC11. Responding to emergencies, including fires, hazardous materials, medical emergencies, and other disasters

PC12. Use IoT-enabled tools to conduct real-time diagnostics of fire safety systems (e.g., alarms, extinguishers).

PC13. Update maintenance logs through cloud-based reporting tools to ensure compliance with safety protocols.

PC14. store safety equipment and systems at station level as per manufacturer's guidelines

PC15. report tools and equipment deterioration and damages to appropriate authority

PC16. Completing reports and providing information

PC17. submit testing report to authorized person

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. equipment user manuals
KU2. equipment inspection and maintenance schedule
KU3. details of vendors who supply and provide after sales service for the equipment supplied
KU4. types of ladders- extension ladder, hook ladder, pitching of ladders, parts and components, testing
KU5. ropes and knots
KU6. use of lines, causes of deterioration, inspection of lines, care and maintenance
KU7. inspection, testing, care and maintenance of tools and equipment
KU8. types of Small and Special Rescue Gears like firefighter axe, ceiling hook, crowbar, door breaker, padlock removers, spreader, cutters, lifting equipment, rescue harness, rescue stretcher, different types of saw, fire tenders etc.
KU9. report formats for testing and maintenance reports
KU10. documentation and checklists that should be maintained

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and tasks
GS2. document activities/ reports in a chronological order
GS3. document occurrence book and fire report
GS4. write duty register and leave register
GS5. prepare work permits - hot/ cold permits
GS6. operate basic computer applications
GS7. document operations in control room
GS8. write in English and at least in one vernacular language
GS9. read user manuals and operating instructions of equipment and machinery
GS10. read signages and notices
GS11. read applicable ERP and instructions
GS12. write in English and at least in one vernacular language
GS13. raise alarm/ make announcement/ speak over phone/ radio
GS14. receive fire emergency call
GS15. speak clearly and coherently
GS16. comprehend instructions and ask relevant queries
GS17. give clear instructions to co-workers
GS18. make decisions on situations that self can handle and ones that requires to be passed on to the superiors
GS19. identify and organize systems and required resources

GS20. identify critical tasks and emergency situations

GS21. analyse potential risk and threats and take suitable actions

GS22. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Inspect fire safety equipment and systems	**40**	**60**	**-**	**-**
PC1. prepare testing and inspection schedule	-	-	-	-
PC2. identify the parts and components of the first-aid fire-fighting equipment available and their parts and components	-	-	-	-
PC3. identify different types of hose, hose appliances, hose tools, connectors, breechings, nozzles and adapters	-	-	-	-
PC4. identify different tools and special gears used by firefighter	-	-	-	-
PC5. interpret working of fire and foam tenders	-	-	-	-
PC6. specify parameters to be inspected to ensure operational readiness of fire safety equipment and systems	-	-	-	-
PC7. prepare an inventory of fire safety equipment and systems in assigned area and tally with records	-	-	-	-
PC8. examine condition of fixed fire-fighting systems, foam making equipment and monitors (Condition: proper functioning, availability of consumables as per prescribed levels, cleanliness and properly maintained, proper storage, etc)	-	-	-	-
PC9. evaluate automatic fire detection and alarm systems	-	-	-	-
PC10. Analysing hazardous situations and taking appropriate action	-	-	-	-
PC11. Responding to emergencies, including fires, hazardous materials, medical emergencies, and other disasters	-	-	-	-
PC12. Use IoT-enabled tools to conduct real-time diagnostics of fire safety systems (e.g., alarms, extinguishers).	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Update maintenance logs through cloud-based reporting tools to ensure compliance with safety protocols.	-	-	-	-
PC14. store safety equipment and systems at station level as per manufacturer's guidelines	-	-	-	-
PC15. report tools and equipment deterioration and damages to appropriate authority	-	-	-	-
PC16. Completing reports and providing information	-	-	-	-
PC17. submit testing report to authorized person	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7305
NOS Name	Inspect installed fire safety equipment and systems and ensure their operational readiness
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	3
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7306: Maintain health and safety of self and others as a firefighter

Description

This unit deals in detail with application of health and safety practices at the workplace and engaging in healthy and safe practices in personnel life.

Scope

The scope covers the following :

- Maintain a safe work area
- Respond to incidents affecting self and others safety
- Maintain good personal health, hygiene and habits

Elements and Performance Criteria

Maintain a safe work area

To be competent, the user/individual on the job must be able to:

PC1. identify and report risks and hazards at the workplace (Risks and Hazards: Fire, Electric short circuit, electric shock and electrocution, Medical emergency, Inflammable & 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.)

PC2. carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority

PC3. keep emergency and escape routes free from obstructions

PC4. report violation to appropriate authority in a timely manner where violation is not addressable within limits of own authority,

PC5. wear personal safety gear and clothing as per organisational procedure

PC6. Use wearable IoT devices to monitor vitals (e.g., heart rate, temperature) during firefighting activities.

PC7. Conduct virtual health and safety drills using simulation software for improved emergency preparedness.

PC8. 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

Respond to incidents affecting self and others safety

To be competent, the user/individual on the job must be able to:

PC9. assess and respond for life safety of self and others

PC10. practice safety steps in an emergency

PC11. use body protection and respiratory protection gear

PC12. ensure self and others safety keeping in view basic industrial safety management

Maintain good personal health, hygiene and habits

To be competent, the user/individual on the job must be able to:

PC13. perform physical exercises and activities (commensurate with age) regularly

PC14. maintain good personal hygiene and habits as per organisational and professional standards

PC15. maintain own professional standards at work by avoiding alcohol, tobacco,drugs and other intoxicants

PC16. follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and infectious diseases.

PC17. maintain dietary control

PC18. undergo regular medical and physical check-up

PC19. practice proper respiratory hygiene and hand washing

PC20. follow correct sanitizing practices where necessary as per standard operating procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance of body protection

KU2. use of PPE gears

KU3. use of Self-Contained Breathing Apparatus (SCBA) and its care and maintenance

KU4. the risk of live electricity

KU5. the operation of rescue tools and equipment

KU6. various risks and hazards in the workplace (Hazards and Risks: fire, electric short circuit; electric shock and electrocution, medical emergency, Inflammable & 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)

KU7. leading causes of injuries

KU8. key components of the safety triad

KU9. factors affecting equipment portion of the safety triad

KU10. factors affecting personnel portion of the safety triad

KU11. five components that make up the accident chain

KU12. accident prevention

KU13. basic industrial safety management

KU14. hazardous chemicals and their management

KU15. safety management system(SMS)

KU16. disaster management and response plan

KU17. personal protective equipment(PPE)- types; use; care and maintenance (Fire-fighter Coverall: 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)

KU18. various safety signage and warnings

KU19. importance of training and mock drills

KU20. importance of sound health, hygiene and good habits

KU21. ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and tasks

GS2. document activities/ reports in a chronological order

GS3. document occurrence book and fire report

GS4. write duty register and leave register

GS5. prepare work permits - hot/ cold permits

GS6. operate basic computer applications

GS7. document operations in control room

GS8. write in English and at least in one vernacular language

GS9. read user manuals and operating instructions of equipments and machinery

GS10. read signages and notices

GS11. read applicable ERP and instructions

GS12. raise alarm/ make announcement/ speak over phone/ radio

GS13. receive fire emergency call

GS14. speak clearly and coherently

GS15. comprehend instructions and ask relevant queries

GS16. give clear instructions to co-workers

GS17. instruct and guide people at the premises

GS18. interact with other fire and emergency service

GS19. assess and decide level of emergencies endangering life and property

GS20. size, assess and resize a situation

GS21. plan timely reporting and briefing

GS22. plan and organize assigned duties, training and maintenance schedule

GS23. manage relationships with all stakeholders

GS24. debrief seniors and stakeholders after tackling emergency situation

GS25. prepare fire report in chronological order

GS26. replace/replenish used fire equipment/material

GS27. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency

GS28. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain a safe work area	**20**	**20**	**-**	**-**
PC1. identify and report risks and hazards at the workplace (Risks and Hazards: Fire, Electric short circuit, electric shock and electrocution, Medical emergency, Inflammable & 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.)	-	-	-	-
PC2. carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority	-	-	-	-
PC3. keep emergency and escape routes free from obstructions	-	-	-	-
PC4. report violation to appropriate authority in a timely manner where violation is not addressable within limits of own authority,	-	-	-	-
PC5. wear personal safety gear and clothing as per organisational procedure	-	-	-	-
PC6. Use wearable IoT devices to monitor vitals (e.g., heart rate, temperature) during firefighting activities.	-	-	-	-
PC7. Conduct virtual health and safety drills using simulation software for improved emergency preparedness.	-	-	-	-
PC8. 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	-	-	-	-
Respond to incidents affecting self and others safety	**10**	**20**	**-**	**-**
PC9. assess and respond for life safety of self and others	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. practice safety steps in an emergency	-	-	-	-
PC11. use body protection and respiratory protection gear	-	-	-	-
PC12. ensure self and others safety keeping in view basic industrial safety management	-	-	-	-
Maintain good personal health, hygiene and habits	**10**	**20**	**-**	**-**
PC13. perform physical exercises and activities (commensurate with age) regularly	-	-	-	-
PC14. maintain good personal hygiene and habits as per organisational and professional standards	-	-	-	-
PC15. maintain own professional standards at work by avoiding alcohol, tobacco,drugs and other intoxicants	-	-	-	-
PC16. follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and infectious diseases.	-	-	-	-
PC17. maintain dietary control	-	-	-	-
PC18. undergo regular medical and physical check-up	-	-	-	-
PC19. practice proper respiratory hygiene and hand washing	-	-	-	-
PC20. follow correct sanitizing practices where necessary as per standard operating procedures	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7306
NOS Name	Maintain health and safety of self and others as a firefighter
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7307: Work effectively in a team as a firefighter at the workplace

Description

This unit deals in detail with working effectively as member of a team and communicating effectively as a firefighter. place.

Scope

The scope covers the following :

- Communicate effectively in a team
- Interact effectively with people during an emergency
- Operate communications systems and equipment

Elements and Performance Criteria

Communicate effectively in a team

To be competent, the user/individual on the job must be able to:

PC1. ensure instructions received are clearly understood, acknowledged and implemented

PC2. relay instructions clearly, concisely and accurately to co-workers and obtain confirmation of understanding

PC3. identify organisational priorities and key assets that have to be kept in mind during an emergency situation by discussing with stakeholders and seniors

PC4. identify need for additional support as per work load and communicate it clearly to appropriate person

PC5. participate with team members in mock fire and emergency drills

PC6. follow established protocol for working in a team during emergency situations

PC7. identify signs of stress in self and team members and take action to manage it

PC8. give and receive instructions concisely and clearly

PC9. seek and provide responses from and to, other team members in a constructive way

PC10. follow organisational procedures and standards relating to conduct and dress code at the workplace

Interact effectively with people during an emergency

To be competent, the user/individual on the job must be able to:

PC11. raise alarm/ make announcement/ speak over phone/ radio clearly, coherently and calmly

PC12. receive fire/ emergency calls with alertness and promptness

PC13. give clear, coherent instructions to people in a calm manner

PC14. instruct and guide occupants of premises as per the plan

PC15. guide municipal fire and emergency service personnel

PC16. implement crowd control procedures as per organisational protocol

PC17. take measures to reduce confusion, lower emotional stress and organise people as per instructions

PC18. deal with conflict in a calm manner as per established protocol

Operate communications systems and equipment

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. 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)

KU2. organisation's communications system

KU3. range of communications equipment available to the organisation

KU4. available training and development

KU5. basic principles of participating in meetings

KU6. career progression options

KU7. conflict resolution strategies

KU8. cultural diversity principles

KU9. dress code

KU10. implementation of equal opportunity

KU11. factors which can affect work performance

KU12. 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)

KU13. 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;community expectations; political changes)

KU14. 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)

KU15. organisational standards relating to harassment and anti-discrimination

KU16. procedures and standards relating to conduct

KU17. stress management strategies

KU18. structure and function of workplace committees

KU19. barriers to communication

KU20. KISS principle in communication

KU21. composition of workplace teams and roles and responsibilities of team members

KU22. effective non verbal communication techniques

KU23. effective verbal communication techniques

KU24. group communication techniques

KU25. small group dynamics

KU26. written communication skills

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. document instructions and tasks

GS2. document activities/ reports in a chronological order

GS3. document occurrence book and fire report

GS4. write duty register and leave register

GS5. operate basic computer applications

GS6. document operations in control room

GS7. write in English and at least in one vernacular language

GS8. read user manuals and operating instructions of equipments and machinery

GS9. read signages and notices

GS10. read and assimilate applicable ERP and instructions

GS11. read standing orders and standing instructions Oral Communication (Listening and Speaking skills)

GS12. raise alarm/ make announcement/ speak over phone/ radio

GS13. receive fire emergency call

GS14. speak clearly and coherently

GS15. comprehend instructions and ask relevant queries

GS16. give clear instructions to co-workers

GS17. instruct and guide people on the premises

GS18. interact with other fire and emergency services

GS19. assess and decide level of emergencies endangering life and property

GS20. select proper equipment and extinguishing mediums to control and isolate

GS21. size, assess and resize a situation

GS22. plan timely reporting and briefing

GS23. plan and organize assigned duties, training and maintenance schedule

GS24. manage relationships with all stakeholders

GS25. debrief seniors and stakeholders after tackling emergency situation

GS26. think through an emergency situation, evaluate the possible option(s) and adopt a best possible approach to minimize/ eliminate risk/ emergency

GS27. analyse potential risk and threats and take suitable actions

GS28. recognize and identify risk/ emergency and make preliminary decisions to perform corrective actions

GS29. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Communicate effectively in a team	**10**	**30**	**-**	**-**
PC1. ensure instructions received are clearly understood, acknowledged and implemented	-	-	-	-
PC2. relay instructions clearly, concisely and accurately to co-workers and obtain confirmation of understanding	-	-	-	-
PC3. identify organisational priorities and key assets that have to be kept in mind during an emergency situation by discussing with stakeholders and seniors	-	-	-	-
PC4. identify need for additional support as per work load and communicate it clearly to appropriate person	-	-	-	-
PC5. participate with team members in mock fire and emergency drills	-	-	-	-
PC6. follow established protocol for working in a team during emergency situations	-	-	-	-
PC7. identify signs of stress in self and team members and take action to manage it	-	-	-	-
PC8. give and receive instructions concisely and clearly	-	-	-	-
PC9. seek and provide responses from and to, other team members in a constructive way	-	-	-	-
PC10. follow organisational procedures and standards relating to conduct and dress code at the workplace	-	-	-	-
Interact effectively with people during an emergency	**10**	**20**	**-**	**-**
PC11. raise alarm/ make announcement/ speak over phone/ radio clearly, coherently and calmly	-	-	-	-
PC12. receive fire/ emergency calls with alertness and promptness	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. give clear, coherent instructions to people in a calm manner	-	-	-	-
PC14. instruct and guide occupants of premises as per the plan	-	-	-	-
PC15. guide municipal fire and emergency service personnel	-	-	-	-
PC16. implement crowd control procedures as per organisational protocol	-	-	-	-
PC17. take measures to reduce confusion, lower emotional stress and organise people as per instructions	-	-	-	-
PC18. deal with conflict in a calm manner as per established protocol	-	-	-	-
Operate communications systems and equipment	**10**	**20**	**-**	**-**
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	-	-	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7307
NOS Name	Work effectively in a team as a firefighter at the workplace
Sector	Management
Sub-Sector	Security
Occupation	Fire-Fighting, Fire-Fighting
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1.   identify employability skills required for jobs in various industries

PC2.   identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC3.   recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4.   follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC5.   recognize the significance of 21st Century Skills for employment

PC6.   practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**2**	**4**	**-**	**-**
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	30/04/2025
Next Review Date	30/04/2028
NSQC Clearance Date	30/04/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N7301.Identify type of fire and response required	30	70	-	-	100	10
MEP/N7302.Carry out initial firefighting using relevant fire extinguishers	30	70	-	-	100	10
MEP/N7303.Respond to the fire incident using firefighting systems	30	70	-	-	100	20
MEP/N7304.Carry out rescue operation and administer medical first-aid	30	70	-	-	100	20
MEP/N7305.Inspect installed fire safety equipment and systems and ensure their operational readiness	40	60	-	-	100	10
MEP/N7306.Maintain health and safety of self and others as a firefighter	40	60	-	-	100	10
MEP/N7307.Work effectively in a team as a firefighter at the workplace	30	70	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	**250**	**500**	**-**	**-**	**750**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
QP	Qualification Pack
NCVET	National Council for Vocational Education and Training
NCO	National Classification of Occupations

Glossary

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.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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.
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.
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 (KU)	Knowledge and Understanding (KU) 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 (GS)	Core skills or Generic Skills (GS) 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.
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.