

Title	Conduct security surveys		
Level	5	Credits	15

Purpose	<p>This unit standard is for people who conduct, or intend to conduct, security surveys.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - prepare to conduct security surveys; - acquire security survey data; - analyse security survey data; and - document and present security surveys.
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Classification	Security > Security Management
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Available grade	Achieved
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Guidance Information

1 References

Aviation Crimes Act 1972;
AS/NZS 31000:2009 *Risk Management - Principles and guidelines*, available from <https://www.standards.govt.nz/>;
Building Act 2004;
Biosecurity Act 1993;
Civil Defence Emergency Management Act 2002;
Crimes Act 1961;
Employment Relations Act 2000;
Evidence Act 2006;
Fire and Emergency New Zealand Act 2017;
Good Practice Guidelines, New Zealand Security Association, available from <https://www.security.org.nz/>;
HB 167: 2006 *Security risk management*, available from <https://www.standards.govt.nz/>;
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Intelligence and Security Act 2017;
ISO 31000:2018 *Risk management guidelines*, available from <https://www.standards.govt.nz/>;
Maritime Security Act 2004;
Maritime Security Regulations 2004;
New Zealand Bill of Rights Act 1990;
Official Information Act 1982;
Oranga Tamariki Act 1989;
Policing Act 2008;
Privacy Act 2020;

Private Security Personnel and Private Investigators Act 2010;
Resource Management Act 1991;
Sale and Supply of Alcohol Act 2012;
Search and Surveillance Act 2012;
Secret Commissions Act 1910;
Summary Offences Act 1981;
Terrorism Suppression Act 2002;
Trespass Act 1980;
and all subsequent replacements and amendments.

2 Definitions

Analysis – the systematic examination and organisation of information.

Best practice – an industry approved current method or way of doing something that, in the circumstances, achieves the required outcome.

Client – the person(s), or entity who contracts the task.

Evaluation – the examination and comparison of information against accepted or required standards and/or other criteria to determine its value and relevance.

Organisation policy and procedures – refers to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace.

Risk – the chance of something happening that will have an impact upon objectives, measured in terms of consequences and likelihood.

Security – the protection of people, activities, and assets including information, from loss, damage, or harm.

Security survey – an activity to establish facts relevant to security in a specific environment.

3 Assessment Range

Evidence of two fully documented security surveys is required.

Outcomes and performance criteria

Outcome 1

Prepare to conduct security surveys.

Performance criteria

1.1 Prepare scope and limitations of security survey in accordance with organisational policy and procedures.

1.2 Prepare and obtain relevant contacts for the security survey, where required, in accordance with organisational policy and procedures.

Outcome 2

Acquire security survey data.

Performance criteria

- 2.1 Acquire relevant information about the client's operations.
- Range relevant information – nature of operation; previous surveys and/or risk analysis; security and fire instructions; inventory; cash and valuables; keys; existing security systems and patrols; building plans; history of security problems; movement and presence of people; human resources issues, relevant statutes.
- 2.2 Identify and record relevant facts, strengths, and weakness by physical inspection in accordance with best practice.
- Range inspections must cover – day and night, lock-up procedures, significant events and times.
- 2.3 Use systematic methodologies to collect survey data in accordance with best practice.
- 2.4 Identify relevant legal and regulatory issues in the collection of survey data.

Outcome 3

Analyse security survey data.

Performance criteria

- 3.1 Ensure survey data is complete and relevant to the survey scope.
- 3.2 Analyse security survey data to identify and rank strengths and weaknesses in accordance with best practice.
- 3.3 Analyse security survey data to identify and cost remedial options in accordance with best practice.

Outcome 4

Document and present security surveys.

Performance criteria

- 4.1 Document and present security surveys, appropriate to the nature of the survey and meet client expectations.
- Range documentation and presentation must include – evidence of care in presentation; substance, credibility, and clarity are not compromised by deficient spelling, punctuation or grammar; the meaning of technical terms is clear to recipients or is explained; client expectations may include – timeliness, content, clarity, conciseness, complexity, level, medium.

4.2 Document and present security survey to meet professional standards.

Range standards must include – content structured in a logical and coherent sequence;
there are no substantive omissions or errors of fact;
assumptions, comment, inferences, conclusions and recommendations are distinguished from fact;
conclusions and recommendations are unbiased; conclusions and recommendations are consistent with the brief or objectives, facts, analysis, and evaluation;
relevant legal and regulatory requirements are satisfied.

4.3 Secure documentation and presentation consistent with content and client needs.

Replacement information	This unit standard replaced unit standard 8617.
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Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 March 2003	31 December 2023
Review	2	28 January 2021	N/A

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.