

<b>Title</b>	<b>Describe, operate, and maintain security systems and equipment in a retail or distribution environment</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe, operate, and monitor security systems and equipment; maintain continuous surveillance and monitor surveillance systems and equipment; and prepare and process reports and records for maintaining security, in a retail or distribution environment.
----------------	---

<b>Classification</b>	Retail, Distribution, and Sales > Retail and Distribution Core Skills
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to: Children, Young Persons, and Their Families Act 1989, Crimes Act 1961, Employment Act 2000, Evidence Act 2006, Health and Safety at Work Act 2015, Privacy Act 2020, Summary Offences Act 1981, The New Zealand Bill of Rights Act 1990, Trespass Act 1980.
- 2 Definitions
 

*Distribution environment* refers to a workplace where the primary focus is on storage and distribution of stock.

*Retail environment* refers to workplaces where the primary focus is on customers purchasing goods or services.

*Workplace procedures* refer to applicable procedures found in the following: workplace performance guidelines and standards manufacturer's procedures and specifications; Government and local body legislation.

---

### Outcomes and performance criteria

#### Outcome 1

Describe, operate, and monitor security systems and equipment in a retail or distribution environment.

**Performance criteria**

1.1 Security systems are described in terms of their purpose and operating procedures.

Range security systems include but are not limited to – intruder alarm systems, access control systems, locks and keys including key security systems and procedures, scanners, tags and labels, detachers and deactivators, closed circuit TV (CCTV), mirrors; evidence of five is required.

1.2 Security systems are operated in accordance with workplace procedures.

Range may include but is not limited to – intruder alarm systems, access control systems, locks and keys including key security systems and procedures, scanners, tags and labels, detachers and deactivators, CCTV, mirrors; evidence of four is required.

1.3 Changes to operational effectiveness and attempts to alter or make security systems ineffective are identified and managed to minimise risk in accordance with workplace procedures.

Range evidence relating to one change to operational effectiveness is required.

**Outcome 2**

Maintain continuous surveillance and monitor surveillance systems and equipment in a retail or distribution environment.

**Performance criteria**

2.1 Maintenance of continuous surveillance is demonstrated in accordance with workplace procedures.

Range may include but is not limited to – roster, change CCTV recording devices, check alarm systems, supply of security tags, update records; evidence of three is required.

2.2 Monitoring of surveillance systems and equipment is demonstrated in accordance with workplace procedures.

Range may include but is not limited to – logbooks, CCTV recording devices.

**Outcome 3**

Prepare and process reports and records for maintaining security in a retail or distribution environment.

Range may include but is not limited to – notebook, log, incident report, internal memorandum, health and safety report, evidential statement.  
evidence is required for one oral report or record and three different electronic or paper-based reports or records.

**Performance criteria**

- 3.1 Reports and records are completed and processed in accordance with workplace procedures.
- 3.2 Information in reports and records is complete, concise, logically organised, factual, and clear in accordance with workplace procedures.

<b>Planned review date</b>	31 December 2027
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	21 November 2008	31 December 2018
Review	2	8 December 2016	31 December 2024
Review	3	2 March 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.