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| <b>Title</b> | <b>Demonstrate knowledge of electronic security installation requirements and procedures</b> |                |          |
| <b>Level</b> | <b>3</b>   | <b>Credits</b> | <b>6</b> |

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| <b>Purpose</b> | <p>People credited with this unit standard are able to demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>– security system work scope establishment;</li> <li>– the preparation required for a security system installation schedule based on a scope of work;</li> <li>– the preparation requirements for a security system installation; and</li> <li>– security system installation, commissioning and handover procedures.</li> </ul> |
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| <b>Classification</b> | Electronic Engineering > Electronic Security |
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| <b>Available grade</b> | Achieved |
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**Guidance Information**

- 1 This unit standard has been developed for learning and assessment off-job.
- 2 Persons working or intending to work as a security officer or in related security employment may require a Security Guards Licence or, if an employee of a Security Guard Licence holder, a Certificate of Approval to be the Responsible Employee of a Security Guard. These licences are issued by the Private Security Personnel Licensing Authority.
- 3 Definition  
*Regulations* – all legislation, standards, and codes of practice relevant to the electronic security industry.
- 4 References – Specific to Electronic Security Industry  
 New Zealand Security Association (Inc), *Code of Practice for Alarm Monitoring Centres*, 2007;  
 New Zealand Security Association (Inc), *Code of Practice for Closed Circuit Television Surveillance Systems*, 2006;  
 New Zealand Security Association (Inc), *Code of Practice for Electronic Access Control*, 2008;  
 New Zealand Security Association (Inc), *Code of Practice for Intruder Alarm Systems*, 2007;  
 AS/NZS 2201.1:2007, *Intruder alarm systems – Client's premises – Design, installation, commissioning and maintenance*;  
 AS/NZS 2201.5:2008, *Intruder alarm systems – Alarm transmission systems*;  
 NZS 4301.3:1993, *Intruder alarm systems – Detection devices for internal use*;

NZS/AS 2201.2:1992, *Intruder alarm systems – Central stations*;  
NZS/AS 2201.4:1990, *Intruder alarm systems – Wire-free systems installed in client's premises*;  
and all subsequent amendments and replacements.

References – General to Electronic Security Industry

Building Act 2004;

Electricity (Safety) Regulations 2010;

Health and Safety in Employment Act 1992;

Health and Safety in Employment Regulations 1995;

Private Security Personnel and Private Investigators Act 2010 Privacy Act 1993;

AS/NZS 3000:2007, *Electrical installations (known as the Australian/New Zealand Wiring Rules)*;

NZS 4512:2010, *Fire detection and alarm systems in buildings*;

NZS 4514:2009, *Interconnected smoke alarms for houses*;

Telecommunications Act 2001;

Local territorial authority requirements;

and all subsequent amendments and replacements.

- 5 Guidelines for connection of intruder alarm systems to telephone lines are contained in *Access Standards Newsletters* issued periodically by Telecom NZ Ltd, available from [www.telepermit.co.nz](http://www.telepermit.co.nz).
- 6 Cable containments include – trunking, conduit, ducting, ceiling voids, trays, underground, clipped direct to surface.
- 7 Access equipment may include – ladders, mechanically operated platforms, scaffolding.
- 8 Competence is assessed using given sets of plans, specifications and methodology.
- 9 All activities and evidence presented for all outcomes and performance criteria in this unit standard must be in accordance with legislation, policies, procedures, ethical codes and standards, and industry practice; and where appropriate, manufacturers' instructions, specifications, and data sheets.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of security system work scope establishment.

Range domestic, and one of – retail, commercial, industrial, public premises. The selected premises must have a minimum of twenty devices which include seven different device types.

**Performance criteria**

- 1.1 The scopes of work are explained in terms of the confirmation of customer requirements and the needs of other interested parties.
- Range interested parties may include but are not limited to – architects, project managers, engineer, customer, electricians, builders. Evidence of two is required.
- 1.2 Start and finish times and installation duration are explained in terms of impact on scopes of work.
- 1.3 Site access confirmation and clearances that have to be obtained from authorities are explained.
- Range authorities – owner, customer, site users, external authorities.

**Outcome 2**

Demonstrate knowledge of the preparation required for a security system installation schedule based on a scope of work.

**Performance criteria**

- 2.1 Processes for confirming the installation timing with customer and obtaining agreement from other trades, suppliers, and interested parties are explained.
- Range interested parties may include but are not limited to – architects, project managers, engineer, client, electricians, builders.
- 2.2 The main components of an installation schedule are explained.
- Range components – materials supply, access, labour, co-ordination, tools and equipment, site accommodation, storage facilities, services.
- 2.3 Processes for establishing the health and safety requirements and agreements with customers, users, and other authorities are explained in terms of their compliance with regulations.
- 2.4 Delivery processes to the site are explained in terms of the schedule and safety requirements. The need for delivery confirmation is outlined.
- Range delivery processes for plant, equipment, tools, and materials that are required for the project.

**Outcome 3**

Demonstrate knowledge of the preparation requirements for a security system installation.

**Performance criteria**

- 3.1 Processes for establishing and confirming openings, cable routes, and containments for the installation of the security system are explained in accordance with the specification and schedule.
- 3.2 Appropriate methods for fixing devices to the structure are explained.
- 3.3 Procedures for erecting and securing access equipment are explained in accordance with current regulations and customers' instructions.
- 3.4 Installation work area verification processes are explained.
- 3.5 Safety precautions to be observed during installation are explained.
- 3.6 Processes to specify, record, and authorise contract variations are described in accordance with company practice.

**Outcome 4**

Demonstrate knowledge of security system installation, commissioning, and handover procedures.

**Performance criteria**

- 4.1 The security system installation procedure is explained.  
  
Range may include but is not limited to – site plan, job card, manufacturers specifications, job specification, company procedures, budget, timeframe.
- 4.2 Commissioning tests that will determine the security system's compliance with regulations and the commissioning schedule are explained.
- 4.3 Fault fixing procedures used to correct malfunctions identified by commissioning tests are explained.  
  
Range evidence of four different malfunctions is required; two for domestic, one for commercial, one for industrial.
- 4.4 Procedures to rectify site defects and restore site to its former state are described.
- 4.5 The handover process to client is explained.  
  
Range manuals, training, commissioning sheets, customer sign-off and acceptance.

- 4.6 Operational relationships between the people involved in the installation, alarm monitoring, and alarm activation and response to alarms are described.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

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

| Process      | Version | Date             | Last Date for Assessment |
|--------------|---------|------------------|--------------------------|
| Registration | 1       | 18 November 1997 | 31 December 2011         |
| Revision     | 2       | 3 April 2001     | 31 December 2011         |
| Revision     | 3       | 11 March 2004    | 31 December 2012         |
| Rollover     | 4       | 21 November 2008 | 31 December 2012         |
| Review       | 5       | 19 November 2010 | 31 December 2021         |
| Revision     | 6       | 17 June 2011     | 31 December 2021         |
| Review       | 7       | 24 January 2019  | 31 December 2021         |

**Consent and Moderation Requirements (CMR) reference**

0003

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