

Title	Maintain site security		
Level	3	Credits	15

Purpose	<p>This unit standard is for security officers required to maintain site security.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of security policies and procedures at a specific site; – prepare to maintain site security; – describe and operate site security systems and equipment; – maintain site security; – conduct site patrols; – control site access; – demonstrate and apply knowledge of risk management; – enhance customer and public relations as a site security officer; – describe and implement tasks, duties, and responsibilities related to health and safety as a site security officer; and – prepare and process reports and records as a site security officer.
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Classification	Security > Security Staff Services
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for assessment in a security industry employment context. Assessment must be based on policies and procedures related to a specific site or range of sites.
- 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.
- 3 References
 Building Act 2004;
 Children, Young Persons, and Their Families Act 1989;
 Crimes Act 1961;
 Fire Service Act 1975;
 Health and Safety in Employment Act 1992, and associated regulations;

Private Investigators and Security Guards Act 1974;
Resource Management Act 1991;
Smoke-free Environments Act 1990;
Summary Offences Act 1981;
Trespass Act 1980;
Codes of Practice, Published by New Zealand Security Association Inc.,
PO Box 33 936, Takapuna, Auckland, available at <http://www.security.org.nz>;
and their subsequent amendments and replacements.

4 Definitions

Assessed need – the need assessed by the security officer dealing with the situation to which the need relates, based on the facts of the situation evident to the officer and a reasonable and logical analysis of them, including risk assessment.

Assignment instructions – orders and/or instructions issued to govern the performance of security tasks, duties, and responsibilities on a specific assignment.

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

Equipment operating instructions – instructions and procedures governing the operation of equipment and operator servicing and maintenance requirements.

Established risk criteria – agreed or designated standards or benchmarks against which risks are measured.

Management – includes but is not limited to: risk assessment; response, including physical intervention and damage limitation; reporting and recording; task prioritisation; and other action taken by the security officer in accordance with assessed need and relevant instructions.

Personal equipment – includes clothing and other items carried and/or worn by the security officer, or available for their personal use, specified in relevant instructions.

Personal standards – attributes required of security officers (by industry and other stakeholders) that may include but are not limited to (demonstrations of): positive attitude, integrity, honesty, care, reliability, personal hygiene, positive communication style, unaffected by drugs and/or alcohol.

Relevant instructions – may include but are not limited to: applicable policies, procedures, manuals, and directives; oral, written, or electronically transmitted instructions, including site, assignment, and equipment operating instructions; and other legal and compliance requirements relevant to the situation, site, location, and task.

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

Risk analysis – the systematic use of available information to determine how often specified events may occur and the magnitude of their impact on the organisation.

Risk assessment – the overall process of risk analysis and risk evaluation.

Risk evaluation – the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels, or other criteria.

Security risks and incidents – potential or actual events or occurrences of significance to security that require identification, response, treatment, or management by a security officer, especially those specified in relevant instructions.

Site instructions – operating guidelines and information given to security officers assigned to protect a specific site.

5 Safety is the prime consideration for any action taken by a security officer.

- 6 All evidence presented and all assessment activities undertaken for this unit standard must be in accordance with relevant instructions and best practice and must be within the law.
- 7 The health and safety of the candidate, assessor, and others must be maintained when assessment is being undertaken against this unit standard.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of security policies and procedures at a specific site.

Performance criteria

1.1 Site security officer's role and responsibilities are described.

1.2 Site security policies and procedures are explained.

Range four policies and related procedures.

Outcome 2

Prepare to maintain site security.

Range three separate occasions.

Performance criteria

2.1 Site security officer reports for duty in accordance with relevant instructions.

Range time, location, uniform, appearance, authorisation, personal standards.

2.2 Personal equipment is complete and in operable condition.

2.3 Task schedules and instructions are explained to demonstrate situational awareness.

Range situational awareness – knowledge and understanding of the operational environment including the site, locality, situation, risks, and relevant instructions.

2.4 Site location, boundaries, and function are identified.

Outcome 3

Describe and operate site security systems and equipment.

Range site security systems include but are not limited to – alarm systems, access control systems, locks and keys, monitoring and surveillance systems, guard tour systems.

Performance criteria

- 3.1 Site security systems are described in terms of their purpose and operating principles.
- 3.2 Site security systems are operated in accordance with relevant instructions, task, and circumstances.
- 3.3 Site security system activations, malfunctions, faults, changes to operational effectiveness, and attempts to alter or make systems ineffective, are identified, and treated in accordance with relevant instructions.

Range three different incidents.

Outcome 4

Maintain site security.

Range three separate occasions.

Performance criteria

- 4.1 A continuous and active presence is maintained.
- 4.2 Status and condition of area of responsibility are verified to identify any change, indications of risk, and task priorities.
- 4.3 Security risks and incidents are identified and managed to minimise risk.
- 4.4 Equipment deficiencies and malfunctions are identified and managed.
Range may include but is not limited to – taps, valves, first aid kits, ladders, locks, fire suppression equipment, signage, doors, gates, barriers.
- 4.5 Advice, information, and assistance are sought in accordance with assessed need and relevant instructions.
- 4.6 Communications are made as required using appropriate media, and in accordance with assessed need and relevant instructions.
- 4.7 Personal presentation and professional standards are maintained.
- 4.8 Surveillance of suspicious activities, events, objects, and persons is maintained and reported in accordance with assessed need and relevant instructions.

Outcome 5

Conduct site patrols.

Performance criteria

- 5.1 Equipment taken on patrol conforms to assessed need and relevant instructions.
- 5.2 Patrol frequency, route, duration, and execution are in accordance with assessed need and relevant instructions.

Outcome 6

Control site access.

Performance criteria

- 6.1 Access control measures and tasks are implemented and/or supported in accordance with relevant instructions.
- 6.2 Prohibited items are detected and managed in accordance with relevant instructions.
- 6.3 Unauthorised movement of people and/or items is detected and managed in accordance with relevant instructions.
- 6.4 Visitors are managed and monitored in accordance with relevant instructions.

Outcome 7

Demonstrate and apply knowledge of risk management.

Range risks to site security related to the responsibilities of the site security officer; evidence relating to three different risks is required.

Performance criteria

- 7.1 Risks are identified and explained in terms of nature, likelihood, and consequences.
- 7.2 Identified risks are analysed and evaluated against established risk criteria.
- 7.3 Risk treatment options are identified, selected, and their implementation planned in accordance with risk assessment and relevant instructions.

Outcome 8

Enhance customer and public relations as a site security officer.

Performance criteria

- 8.1 Responses to comments, enquiries, and complaints are prompt, courteous, relevant, and are reported and/or recorded in accordance with assessed need and relevant instructions.

Outcome 9

Describe and implement tasks, duties, and responsibilities related to health and safety as a site security officer.

Range health and safety of, or related to – site security officers, other site occupants, visitors.

Performance criteria

- 9.1 Health and safety related tasks, duties, and responsibilities are described in accordance with relevant instructions.
- 9.2 Health and safety related tasks, duties, and responsibilities are implemented in accordance with relevant instructions.

Outcome 10

Prepare and process reports and records as a site security officer.

Range oral report; and three different electronic or paper-based reports or records from – notebook, log, formatted report, incident report, internal memorandum, health and safety report, evidential statement.

Performance criteria

- 10.1 Reports and records are completed and processed in accordance with relevant instructions.
- 10.2 Information is complete, concise, logically organised, factual, unambiguous, and clear to intended recipients.

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	27 February 1996	31 December 2021
Revision	2	24 September 1998	31 December 2021
Review	3	25 November 2000	31 December 2021
Revision	4	3 April 2001	31 December 2021
Review	5	25 July 2006	31 December 2021
Review	6	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>.