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|--------------|------------------------------------|----------------|----------|
| <b>Title</b> | <b>Operate site secure systems</b> |                |          |
| <b>Level</b> | <b>3</b>                           | <b>Credits</b> | <b>3</b> |

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|----------------|---|
| <b>Purpose</b> | People credited with this unit standard are able to: <ul style="list-style-type: none"> <li>– operate access control, internal surveillance, and other site security systems; and</li> <li>– monitor instrument process or site machinery emergency control systems.</li> </ul> |
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| <b>Classification</b> | Security > Security Staff Services |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- 1 Persons working or intending to work as a security officer or in related security employment may require a Security Guard's Licence or, if an employee of a Security Guard Licence holder, a Certificate of Approval to be the Responsible Employee of a Security Guard. Both are issued by the Registrar of Private Investigators and Security Guards.
- 2 Definitions
 

*Code of practice* – an agreed industry standard code of practice governing security guards and the operation of security systems.

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

*Site procedure* – other stated and agreed procedures and work practices related to a specific site or workplace;

*Accepted tradecraft practice or standard industry practice* – standard security practices and procedures described in a nationally accredited or authorised training programme, procedural manual, or other reference document.
- 3 References
 

Private Investigators and Security Guards Act 1974;  
 Health and Safety in Employment Act 1992;  
 Privacy Act 1993;  
 Official Information Act 1982;  
 Protection of Personal and Property Rights Act 1988;  
 NZ Bill of Rights Act 1990;  
 Children, Young Persons, and Their Families Act 1989;  
 Crimes Act 1961;  
 Summary Offences Act 1981, and their subsequent amendments and regulations.

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## Outcomes and performance criteria

### Outcome 1

Operate access control, internal surveillance, and other site security systems.

Range physical access control systems including controlled barriers, gates and doors; electronic security systems including surveillance monitoring systems, site intruder alarm systems; other site access control and security systems with personal computer interfaces.

### Performance criteria

- 1.1 The purpose and principal characteristics of physical and electronic security systems within the specified range are explained in accordance with standard industry practice.
- 1.2 Systems status is set and maintained in accordance with system operating instructions, site procedure, and assignment instructions.
- 1.3 Systems are operated in accordance with system operating instructions, site procedure, assignment instructions, other authorised instructions, and accepted tradecraft practice.
- 1.4 System activations, malfunctions, and faults are identified and managed in accordance with system operating instructions, site procedure, assignment instructions, and standard industry practice.
- 1.5 Security data-storage media are managed in accordance with system operating instructions, code of practice, assignment instructions, and site procedure to protect data and evidence.
- Range video and audio tapes and cassettes, computer records, computer data, storage media, tapes and printouts.
- 1.6 Changes in the operational effectiveness of site security systems, breaches, interference, or attempts at interference, are managed and reported in accordance with system operating instructions, site procedure, assignment instructions, and accepted tradecraft practice.
- 1.7 Reports and records are made in accordance with system operating instructions, site procedure, and accepted tradecraft practice.

### Outcome 2

Monitor instrument process or site machinery emergency control systems.

Range automated and semi-automated process and site machinery emergency control and malfunction indicator systems monitored by security personnel.

**Performance criteria**

- 2.1 Systems are monitored in accordance with system operating instructions, assignment instructions, and site procedure.
- 2.2 System status is set and maintained in accordance with system operating instructions, assignment instructions, and site procedure.
- 2.3 System activations, malfunctions, and faults are managed in accordance with system operating instructions, assignment instructions, and site procedure.
- 2.4 Reports and records are made in accordance with system operating instructions, assignment instructions, and site procedure.

**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         |
| Revision              | 3       | 3 April 2001      | 31 December 2021         |
| Rollover and Revision | 4       | 23 April 2008     | 31 December 2021         |
| Review                | 5       | 24 January 2019   | 31 December 2021         |

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