Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Physical Security & Technological Support

Title	Prepare for the operation of an intrusion alarm system at a premises
Code	107676L3
Description	This unit of competency applies to security personnel at supervisory level or above responsible for planning and design of physical security of an organisation. It covers the abilities to prepare for the operation of an intrusion alarm system after its installation at a premises.
Level	3
Credit	2

Competency	Performance Requirements
	1. Knowledge about the operation of an intrusion alarm system at a premises:
	
	• Understand the nature and mode of business operations at the premises
	• Understand the function of various components of the intrusion alarm system
	• Understand the circuit system and alarm zones of the intrusion alarm system
	• Understand the monitoring and termination arrangements of the intrusion alarm system
	• Understand the policy and procedures about handling of security incidents and events as well as alarm activations at the premises
	• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts
	• Possess the people skills and communication skills to deal with others
	• Possess the literacy skills to clearly and accurately record information and activities
	2. Prepare for the operation of an intrusion alarm system at a premises
	
	Be able to:
	• Identify the person responsible for managing the intrusion alarm system
	• Identify the key-holder(s) or any key-holding arrangements for dealing with alarm activation after hours
	• Train staff on site about:
	    o How to arm and disarm the intrusion alarm system
	    o How to use the panic alarms
	        ▪ The function of panic alarms and how to operate them
	        ▪ Actions by others in the event that a panic alarm is activated
	    o Protocol with security control in the event of a false alarm during office hours
	    o The need to record and report false alarms, faults and malfunctions of the intrusion alarm system
	    o The need to follow through with repair and maintenance
	    o The need to report to security control of alarm activations, security incidents and emergencies at the premises

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Ensure that the intrusion alarm system at the premises is properly operated and managed; and • Contribute to safety and security at the premises.
Remark	