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 access control system at a premises
Code	107677L3
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 access control system after its installation at a premises.
Level	3
Credit	2

Competency	Performance Requirements
	1. Knowledge about the operation of an access control system at a premises::
	
	• Understand the nature and mode of business operations at the premises
	• Understand the function of various components of the access control system
	• Understand the types of access cards, protected areas and time zones
	• Understand the monitoring arrangements of the access control system
	• Understand the policy and procedures about handling of security incidents and events as well as door alarms 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. Manage the preparation for the operation of an access control system at a premises
	
	    Be able to:
	• Identify the person responsible for managing the access control system at the premises
	• Identify the persons responsible for authorizing access to different protected areas
	• Train staff on site about:
	    o No tailgating
	    o Break glass alarms
	        ▪ The function of "break glass alarm" and how to operate them
	        ▪ Follow up actions after the activation of the "break glass alarm"
	    o Protocols with security control in the event that:
	        ▪ The system has failed
	        ▪ Access/exit is denied by the system
	        ▪ A controlled door has to be kept open for an extended period of time
	    o The need to record and report faults, malfunctions and abnormalities
	    o The need to follow through with repair and maintenance
	    o The need to report to security control of faults, malfunctions and abnormalities as well as security incidents and emergencies

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