Functional Area - Physical Security & Technological Support

Title	Prepare for the operation of a CCTV system at a premises
Code	107687L3
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing physical security and technological support of an organisation. It covers the abilities to prepare for the operation of a CCTV system after its installation at a premises.
Level	3
Credit	2

Competency	Performance Requirements
	1. Knowledge about the operation of a CCTV system at a premises
	
	    Be able to:
	• Understand the nature and mode of business operations at the premises
	• Understand the function of various components of the CCTV system
	• Understand the distribution of the CCTV cameras and the monitoring scope of each camera
	• Understand the policies, procedures and guidelines about handling of security incidents and events as well as door alarms at the premises
	• Understand the requirements of relevant laws and regulations and policies, procedures and guidelines relevant to workplace monitoring and personal data privacy
	2. Prepare for the operation of a CCTV system at a premises
	
	    Be able to:
	• Identify the person responsible for managing the CCTV system at the premises
	• Train staff on site about:
	    o How to operate the CCTV system
	    o How to comply with laid-down policies, procedures and guidelines regarding access, storage and destruction of CCTV footages
	    o How to regularly check that the CCTV system is in good working condition
	    o How to record and report faults, malfunctions and abnormalities
	    o How to follow through with repair and maintenance
	    o How to communicate with security control of faults, malfunctions and abnormalities as well as security incidents and emergencies
	    o How to handle requests for viewing the CCTV footages in accordance to the requirements of personal data privacy laws and regulations and policies, procedures and guidelines of the company

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Prepare staff on-site on how to correctly operate and maintain the CCTV system and how to effectively handle faults and malfunctions as well as handle requests for viewing the CCTV footages in compliance with the requirements of personal data privacy laws and regulations and policies, procedures and guidelines of the company.
Remark	Revised on Dec 2018