

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

Functional Area - Security Control Room

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| Title | Record information and activities about security services |
| Code | 107787L2 |
| Description | This unit of competency applies to security personnel responsible for performing security control operations. It covers the abilities to clearly and properly record security activities and incidents in accordance to laid-down policies, procedures and guidelines, |
| Level | 2 |
| Credit | 1 |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge about keeping records about security activities and incidents:</p> <ul style="list-style-type: none"> • Understand the role of the security control in keeping records about security and incidents • Understand the organisation's policies and guidelines about the format, style and content for record-keeping in the security control • Understand the organisation's policies and procedures about information security and information classification, transmission, storage and destruction • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately record information and activities <p>2. Record security activities and incidents</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Monitor closely the activities of security services at all time • Operate the facilities and equipment for record-keeping correctly • Maintain records of all activities and events about security services, which should: <ul style="list-style-type: none"> ○ Be in the prescribed format and style as required by the organisation ○ Be in chronological order ○ Include details of all activities and events about security services in the frontline, on sites as well as in the security control ○ Record clearly and properly about When? Who? What? Where? Why? of each communication, action and decision. • Safe-keep the records according to laid-down guidelines and procedures of the organisation |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities:</p> <ul style="list-style-type: none"> • Maintain clear and proper records about all activities, actions and decisions about security services; and • Record and safe-keep the records according to laid-down policies and guidelines of the organisation. |
| Remark | |