

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

Functional Area - Security Control Room

Title	Perform key control duties
Code	107789L1
Description	This unit of competency applies to security personnel responsible for security control operations. It covers the abilities to perform key control duties according to laid-down policies, procedures and guidelines.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge about key controls</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Describe the organisation's policies, procedures and guidelines regarding key controls <p>2. Perform key control duties according to laid-down policies, procedures and guidelines</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Safe-keep keys as required • Label keys as required • Carry out the necessary verification for the issuance and return of keys • Maintain proper and accurate records to account for the issuance and return of keys • Carry out periodic checks to account for the keys under custody and ensure that they are intact and accurately labelled • Report abnormal conditions and incidents to management or the designated key control supervisor as required • Follow through with issues until they are resolved or taken over by an appropriate party • Maintain complete and clear records about incidents, actions and decisions as well as the outcomes
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Perform key control duties and ensure that issues are resolved according to laid-down policies, procedures and guidelines
Remark	