

SFS SYS 17 (SQA Unit Code - H4GT 04)

Handover electronic security systems



Overview

This NOS sets out the skills, knowledge and understanding for you to hand over systems to customers.

This NOS covers the following activities:

1. Handover electronic security systems

SFS SYS 17 (SQA Unit Code - H4GT 04)

Handover electronic security systems

Performance criteria

- You must be able to:*
- P1 confirm that the system is ready for handover to customers
 - P2 confirm that all relevant documents are complete and available before handover
 - P3 confirm handover arrangements with customers and third parties where necessary, that are mutually acceptable
 - P4 maintain the confidentiality of information, locations and systems in line with relevant codes of practice
 - P5 demonstrate and explain the features and operation of systems in a manner that helps users to become competent and confident in using the system
 - P6 encourage positively and in a supporting manner system users to demonstrate their ability to operate the system
 - P7 give instructions and training suitable to the abilities and authorities of intended users
 - P8 confirm that the customer is satisfied that the system complies with the specification
 - P9 confirm that all documentation has been completed in accordance with the specification and are available to the relevant persons
 - P10 confirm that the customer accepts handover for the system in accordance with your organisations policies and procedures
 - P11 maintain a positive and professional manner with customers at all times

SFS SYS 17 (SQA Unit Code - H4GT 04)

Handover electronic security systems

Knowledge and understanding

You need to know and understand:

- K1 how to confirm that the system is ready for handover to customers
- K2 how to confirm that all relevant documents are complete and available before handover
- K3 how to confirm handover arrangements with customers and third parties where necessary, that are mutually acceptable
- K4 how to maintain the confidentiality of information, locations and systems in line with relevant codes of practice
- K5 how to demonstrate and explain the features and operation of systems in a manner that helps users to become competent and confident in using the system
- K6 how to encourage positively and in a supporting manner system users to demonstrate their ability to operate the system
- K7 how to give instructions and training suitable to the abilities and authorities of intended users
- K8 how to confirm that the customer is satisfied that the system complies with the specification
- K9 how to confirm that all documentation has been completed in accordance with the specification and are available to the relevant persons
- K10 how and why it is important to confirm that the customer accepts handover for the system in accordance with your organisations policies and procedures
- K11 how and why it is important to maintain a positive and professional manner with customers at all times
- K12 how to communicate and work with other people

SFS SYS 17 (SQA Unit Code - H4GT 04)

Handover electronic security systems

Glossary

In these National Occupational Standards;

specification: the specific detail containing design, installation, commissioning or maintenance requirements

systems: a set of components working together as an interconnecting network. For example (but not exhaustive) new installations; extensions; modifications

SFS SYS 17 (SQA Unit Code - H4GT 04)

Handover electronic security systems

Developed by Skills for Security

Version number 2

Date approved March 2013

Indicative review date March 2016

Validity Current

Status Original

Originating organisation Skills for Security

Original URN SFS SYS 17

Relevant occupations Elementary Occupations; Elementary Security Occupations

Suite Electronic Security Systems

Key words electronic; security; systems; demonstrate; handover; prepare; instruct; operation; customers; instruction; specification; transmission