

SFS SYS 5 (SQA Unit Code - H4GY 04)

Prepare quotations for providing electronic security systems



Overview

This NOS sets out the skills, knowledge and understanding for you to prepare and provide quotations for systems, including determining the cost, installation and maintenance.

You must know and comply with the relevant legislation, regulations, standards and codes of practice that are relevant to calculating and providing quotations, in addition to those of your own organisation.

This NOS covers the following activities:

1. Determine cost of electronic security systems and their installation
2. Determine the cost of maintaining the performance of electronic security systems
3. Produce quotations for electronic security systems, their installation and their maintenance

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Performance criteria

Determine cost of electronic security systems and their installation

- You must be able to:*
- P1 clarify any anomalies that appear in site or system information before calculating costs
 - P2 calculate costs based on information in the specification
 - P3 base your calculations on suppliers' prices, approved unit costs for labour, and profit margins
 - P4 calculate costs accurately, fully and in a way that can be confirmed
 - P5 record details of any deviations from original specification clearly and accurately
 - P6 maintain the confidentiality of information, sites and systems in line with relevant legislation, codes of practice

Determine the cost of maintaining the performance of electronic security systems

- You must be able to:*
- P7 confirm the details of system performance specification before calculating costs
 - P8 confirm that systems are capable of meeting performance specifications
 - P9 determine accurate details of activities and labour times required to maintain system performance
 - P10 base your calculations on agreed responsibilities, approved unit costs for labour, and profit margins
 - P11 calculate costs accurately, fully and in a way that can be confirmed
 - P12 take account of your organisations' abilities to maintain systems, and contractual commitments where these exist
 - P13 record details of any deviations from customers' specification clearly and accurately
 - P14 maintain the confidentiality of information, sites and systems in line with relevant legislation, codes of practice

Produce quotations for electronic security systems, their installation and their maintenance

- You must be able to:*
- P15 provide all the relevant information in your quotations that is required to meet the specification
 - P16 provide information clearly, completely and accurately in approved formats and within required timescales
 - P17 provide clear details of the responsibilities of your organisation, customers and third parties where these exist
 - P18 clarify any potential areas of misunderstanding or confusion in terms that your customers can understand
 - P19 produce quotations that take account of the type of contract involved
 - P20 maintain the confidentiality of information, sites and systems in line with relevant legislation, codes of practice

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Knowledge and understanding

You need to know and understand:

Legal and Organisational requirements

- K1 current relevant legislation, regulations, standards and codes of practice relating to providing quotations
- K2 your organisation's policies and requirements for providing quotations

Determine cost of electronic security systems and their installation

You need to know and understand:

- K3 why it is important to clarify anomalies, and record deviations when you are calculating costs
- K4 the information that you need to calculate the costs of providing systems and installations
- K5 what system components are needed to provide systems that meet the specification
- K6 how to select the best option from a number of possibilities of components and system arrangement
- K7 where to find costs of system components: suppliers' catalogues and price lists, labour rates and profit margins, company pricing list

Determine the cost of maintaining the performance of electronic security systems

You need to know and understand:

- K8 why it is important to confirm the requirements of customers and system performance when you are calculating costs
- K9 the information that you need to calculate the costs of maintaining systems performance
- K10 what consumable or replacement components are needed to maintain systems performance, their costs and availability
- K11 how to select the best option from a number of possibilities of arrangements to maintain system performance
- K12 where to find details of labour rates and profit margins
- K13 how to communicate and work with other people

Produce quotations for electronic security systems, their installation and their maintenance

You need to know and understand:

- K14 the processes and procedures involved in preparing quotations
- K15 why you must provide specific details of variations, special system facilities, installation arrangements, or other factors that could affect quotations
- K16 why you must maintain confidentiality of information, sites and systems
- K17 the requirements and benefits of contract review

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Documentation

You need to know and understand:

K18 the different formats for calculating and presenting costings, and when to use them

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Glossary

In these National Occupational Standards;

sites: premises of installations. For example (but not exhaustive) commercial; industrial; retail; domestic; governmental

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

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