
Overview

This unit is about using established systems and procedures to maintain the security of a site. It covers following patrol instructions and dealing with security breaches. The purpose of the procedures could be to:

1. use CCTV to maintain the security of the workplace
2. use alarm systems to maintain the security of the workplace

The unit is divided into three parts. The first part describes the two things you have to do. These are:

3. carry out site security patrols
4. monitor site security using security equipment

The second part describes the knowledge and understanding you must have.

The third part gives examples and explanations of some words we use in the unit.

This unit is for people who are responsible for maintaining the security of their site as part of their normal working duties.

SKAC228 (SQA Unit Code - FA51 04)

Maintain site security

Performance criteria

You must be able to:

Carry out site security patrols

- P1 follow the instructions you are given regarding when and where patrols are to be carried out
- P2 take all necessary precautions to minimise risk to yourself during patrol activities
- P3 liaise effectively with others who are involved in maintaining site security
- P4 identify any breaches of security
- P5 promptly rectify any breaches of security that are within your limits of authority and competence to rectify
- P6 accurately report any breaches of security to the right person(s) at the earliest opportunity
- P7 keep accurate written records of the outcomes of patrols and store them in the right place

You must be able to:

Monitor site security using security equipment

- P8 make sure the **equipment** is in working order
- P9 report equipment malfunction to the right person promptly
- P10 operate the equipment in accordance with the manufacturer's instructions and the requirements of your organisation
- P11 liaise effectively with others who are involved in maintaining site security
- P12 identify any breaches of security
- P13 rectify, at the earliest opportunity, any breaches of security that are within your limits of authority and competence to rectify
- P14 accurately report any breaches of security to the right person(s) at the earliest opportunity
- P15 keep accurate records of the outcomes of monitoring and store them in the right place

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the types of breaches of security that could arise
- K2 your own limits of authority for rectifying breaches of security, and how to rectify them
- K3 the person(s) to whom any breaches should be reported and the possible consequences of failing to report them
- K4 why it is important to keep accurate records, what the records should contain, and where they should be stored

You need to know and understand:

Carry out site security patrols

- K5 what your patrol instructions are and why it is important that they must be followed correctly
- K6 the precautions that must be taken to protect yourself during patrol activities and the possible consequences of failing to take them
- K7 who else is involved in maintaining site security and why it is important to liaise with them

You need to know and understand:

Monitor site security using security equipment

- K8 the basic operating principles of the CCTV equipment and how it should be used to enable the necessary monitoring to be carried out
- K9 what the organisation's requirements are in terms of monitoring
- K10 who equipment malfunctions should be reported to and the possible consequences of failing to report them

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Additional Information

Scope/range related to performance criteria

1. **equipment**
 - 1.1. CCTV
 - 1.2. alarm systems

Glossary

Breaches of security

For example unauthorised persons on the site, or in areas where they should not be, open gates, doors or other barriers, signs of damage, theft or disturbance

Others involved in maintaining site security

This could be managers, contractors or colleagues

Right person

The person responsible for security on the site or the area you are checking

Security equipment

CCTV or alarms

Your limits of authority or competence

What you are allowed to do according to your organisation's procedures and The skills you have to do so

Links to other NOS

This unit links to SKAOSC22

This unit is the same as Unit CSSC71 from Asset Skills for Cleaning and Support Services

SKAC228 (SQA Unit Code - FA51 04)

Maintain site security

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