ASTICT3 - SQA Unit Code H54S 04
Contribute to the security of the premises

Overview

This standard is about ensuring that premises are secure.

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Performance criteria

You must be able to:

Follow procedures for entering premises

P1 confirm the **location** of the site before entry
P2 have the required **authorisation** to enter sites
P3 have the required **means** to enter sites
P4 enter the site through the correct **entry point** following approved procedures, including disabling **security systems** where these are installed
P5 secure the premises against unauthorised access, if required

You must be able to:

Follow procedures for leaving premises

P6 confirm that all potential **points of access** except for your exit point are secured as necessary to maintain the safety and security of the premises
P7 make sure that the **utilities** at the premises are left in the required state;
P8 set **security systems** where installed, as required
P9 make sure your **exit point** is closed and secured
P10 report to the relevant person any problems you have in securing premises
P11 return the **means of entry** to their correct location

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Knowledge and understanding

Follow procedures for entering premises

You need to know and understand:

K1 where you will get the details of sites and how to confirm their location when necessary
K2 where to get the required authorisation to enter sites, and why authorisation is necessary
K3 what means are required to enter the site, where to get them and how to use them correctly
K4 how to operate security systems, particularly for entering and securing premises
K5 what action to take if you are unable to gain access to premises
K6 how to secure the premises against unauthorised access, if required and why this is important

Follow procedures for leaving premises

You need to know and understand:

K7 where all the potential points of access are, how to secure them and why this is important
K8 the required state for the utilities when you leave the premises and how to set them
K9 how to set the security systems on site and why this is important
K10 how to close and secure your exit point and why this is important
K11 what action to take if you are unable to secure the premises, including setting security systems and why it is important to take this action
K12 what action to take if you are unable to return the means of entry to the correct location and why it is important to take this action

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Additional Information

Scope/range

Follow procedures for entering premises

1 details of the **location** of sites: building name or number; room name or number; site map; entry requirements and procedures
2 **authorisation** from: client; site security team; supervisor or manager; own organisation
3 **means** to enter the site: keys; pass or I.D. cards; swipe cards; smart cards; proximity cards; pin codes; sign in books
4 **entry point**: doors; gates; barriers
5 **security systems**: building alarms; door entry systems

Follow procedures for leaving premises

6 potential **points of access**: doors; windows; vents; shutters
7 **utilities**: lighting; heating; water; air conditioning; ventilation
8 **state** of utilities: on; off; temperature setting; open; closed
9 **security systems**: building alarms; door entry systems
10 **exit point**: door; gate; barrier
11 **means of entry**: keys; pass or I.D. cards; swipe cards; smart cards; proximity cards; pin codes; sign in books

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