



Australian Government

CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises

Release: 1

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Modification History

Release 1.

Supersedes and is non-equivalent to CPPSEC2011B Control access to and exit from premises and CPPSEC3017A Plan and conduct evacuation from premises.

Units merged to reduce duplication and align with vocational needs.

This version first released with CPP Property Services Training Package Version 7.0.

Application

This unit specifies the skills and knowledge required to monitor and control the access and exit of people and vehicles from premises. Vehicles include any mobile plant or equipment requiring access to or exit from premises.

It includes:

- clarifying and applying standard operating procedures and workplace policies including workplace health and safety (WHS) to comply with legal rights and responsibilities
- checking and validating the identity and authority of people and vehicles entering and exiting from premises and refusing access as required
- inspecting baggage and vehicles to verify loads and to identify and report prohibited or hazardous items
- managing premises' access control systems, such as locked or alarmed doors, and identifying and responding to indications of unauthorised entry.

It applies to people working under general supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Confirm and	1.1 Read work instructions and standard operating procedures

comply with work procedures and legal requirements for controlling access to and exit from premises.	to clarify requirements for controlling access to and exit from premises. 1.2 Read workplace policies including WHS and apply to work tasks to ensure compliance with legal rights and responsibilities when performing security work.
2. Monitor people entering premises.	2.1 Check the identity of persons entering premises by matching relevant details on identification (ID) documents or using electronic ID equipment. 2.2 Allow person to enter premises where ID and authority to enter have been validated. 2.3 Use appropriate interpersonal techniques and oral and non-verbal communication to clarify issues and confirm compliance with conditions of entry. 2.4 Refuse entry to persons where conditions of entry have been breached using communication that takes account of social and cultural differences, and is in a form that is preferred and understood by the receiver.
3. Inspect baggage and vehicles entering or exiting premises.	3.1 Carry out baggage and vehicle inspections following standard operating procedures. 3.2 Report refusals to inspection requests immediately to relevant persons following workplace procedures. 3.3 Identify and report prohibited or hazardous items found during inspection in accordance with standard operating procedures.
4. Monitor vehicular traffic entering and exiting premises.	4.1 Verify identification and authority of vehicles entering premises in accordance with workplace requirements. 4.2 Direct incoming vehicles to appropriate unloading or parking areas in accordance with site requirements. 4.3 Check vehicles carrying dispatched product by matching load details against relevant documentation. 4.4 Report incidents that infringe or breach conditions of vehicular entry or exit.
5. Operate and monitor access control systems.	5.1 Monitor access control system in accordance with manufacturer's instructions. 5.2 Activate and deactivate access control system to meet work instructions. 5.3 Promptly identify and respond to indications of unauthorised entry following standard operating procedures. 5.4 Record details of unauthorised entry incident using a

	notebook in accordance with workplace requirements.
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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- language skills to provide information or advice using structure and language to suit the audience
- writing skills to record and describe observations
- reading skills to understand and follow:
 - standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
 - manufacturers' instructions for operating access control systems
- speaking and listening skills to:
 - ask questions and listen to answers to gain information or confirm understanding when checking the authority of persons or vehicles to enter premises
 - orally report refusals to baggage or vehicle inspection requests
 - communicate with emergency services
- numeracy skills to calculate time and estimate vehicular speed
- problem solving skills to match identification documentation to persons and recognise suspicious behaviour and items
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

Supersedes and is non-equivalent to CPPSEC2011B Control access to and exit from premises and CPPSEC3017A Plan and conduct evacuation from premises.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>