



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPSEC1009A Apply Explosive Trace Detection (ETD) procedures**

**Release: 1**

## CPPSEC1009A Apply Explosive Trace Detection (ETD) procedures

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to screen persons and personal effects using Explosive Trace Detection (ETD) equipment procedures in a security screening environment. It requires knowledge and understanding of procedures to prepare and operate ETD equipment, conduct ETD sampling processes, respond to positive alarms, and ETD analysis outcomes. A basic understanding of legislation which may relate to potential security risk situations is also required.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### Application of the Unit

#### Application of the unit

This unit of competency has wide application in a range of work roles in the security industry (such as an airport). Competency requires the attainment of knowledge and understanding under supervision of potential security risk situations and appropriate response procedures.

### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

Not Applicable

## Employability Skills Information

**Employability skills**      This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.      Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Identify legislative and organisational requirements.</b>	1.1 Basic <i>legislative</i> and <i>organisational requirements</i> relevant to the use of <i>ETD equipment</i> are identified and explained.
	1.2 Organisational <i>security procedures</i> are identified and explained.
	1.3 <i>Duty of care requirements</i> are identified and explained.
	1.4 Own level of authority, role and responsibilities are identified and explained.
	1.5 Role of <i>designated personnel</i> for security response is identified and explained
	1.6 <i>Occupational Health and Safety (OHS) requirements</i> are identified and explained.
<b>2 Identify ETD sampling procedures.</b>	2.1 Preparation, checking and calibration procedures for ETD equipment are identified and explained.
	2.2 Standard operating procedures for ETD equipment are identified and explained.
	2.3 <i>ETD sampling methods and procedures</i> are identified and explained.
	2.4 <i>Positive alarm</i> response procedures are identified and explained.
	2.5 Documentation requirements for ETD equipment and sampling results are identified and explained.
<b>3 Identify security risks.</b>	3.1 Potential <i>security risks</i> relevant to security screening operations are identified and explained.
	3.2 <i>General procedures for monitoring</i> security of a screening environment are identified and explained.
	3.3 Factors which increase security risk are identified and explained.
	3.4 Types and purpose of <i>security equipment</i> are identified and explained.
	3.5 Emergency and evacuation procedures are identified and explained.
	3.6 Procedures for first aid response are identified and explained.
<b>4 Identify security risk reporting processes.</b>	4.1 Organisational <i>procedures for reporting</i> security risks in a security screening environment are identified and explained.
	4.2 Chain of command of designated personnel is identified and explained.
	4.3 <i>Communication channels</i> and <i>modes</i> are identified and

**ELEMENT****PERFORMANCE CRITERIA**

explained.

4.4 *Communication equipment* appropriate to the purpose is identified and explained.

4.5 Organisational documentation requirements are identified and explained.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

#### Required skills

- comprehension skills to:
  - explain general procedures for monitoring security in a securing screening environment
  - explain methods, techniques and equipment involved when screening persons with ETD equipment
  - explain procedures for preparing, testing and using ETD equipment
  - explain procedures for reporting identified security risks or incidents in a security screening environment
  - explain security equipment operation, systems and procedures in accordance with organisational policy
  - explain the basic security legislative requirements which will be applicable to own work environment and role
  - explain the chain of command and communication channels
  - explain the general methods for observing potential security risks or suspicious behaviour
  - explain the general response procedures for the detection of prohibited material (eg explosives)
  - explain the range of potential security risks or incidents relevant to a security screening environment
  - explain the range of potential security risks or incidents relevant to using ETD equipment
- communication, interpersonal and literacy skills to:
  - ask effective questions
  - clarify security procedures
  - give accurate verbal or written descriptions of security risks or incidents
  - interpret selected pictorial, graphical and written signs and instructions

## REQUIRED SKILLS AND KNOWLEDGE

- relay information to others.

### Required knowledge

- applicable commonwealth, state or territory legislation relevant to own work environment and role
- applicable OHS requirements
- communication chain of command
- communication modes and security equipment and systems relevant to own work environment
- customer service principles and standards
- duty of care requirements of self and others
- general methods for observing incidents and monitoring risks within a security screening environment
- general procedures for emergency, evacuation and first aid response
- general procedures for reporting identified security risks or suspicious behaviour
- general procedures for reporting the detection of prohibited material (eg explosives)
- guidelines for use of force
- methods and techniques for using ETD equipment to screen persons and personal effects
- organisational procedures for responding to positive alarms
- own responsibilities to comply with safe working practices
- personal presentation requirements
- potential security risk situations relevant to a security screening environment
- role of designated personnel for security response
- surveillance techniques.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

A person who demonstrates competency in this unit must be able to provide evidence of understanding and knowledge of the following:

- applicable legislative, organisational and OHS requirements relevant to the use of ETD equipment in a security screening environment including duty of care requirements, and own role,

responsibilities and level of authority

- applicable organisational policies and procedures and industry codes of practice relevant to security screening and ETD sampling in a range of contexts and situations
- general procedures for emergency, evacuation and first aid response
- general procedures for monitoring a security screening environment
- general procedures for reporting identified security risks or suspicious behaviour to designated personnel including the use of appropriate communication equipment and modes
- general procedures for responding to the detection of explosive material on a person's body or within personal effects
- general procedures for the preparation, checking, calibration and operation of ETD equipment
- the range of potential security risks relating to a security screening environment.

### **Context of and specific resources for assessment**

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to a suitable venue and equipment
- access to plain English version of relevant statutes and procedures
- work schedules, organisational policies and duty statements
- assessment instruments including personal planner and assessment record book
- access to a registered provider of assessment services.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### **Method of assessment**

This unit of competency should be assessed using questioning of underpinning knowledge and skills.

### **Guidance information for assessment**

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the

candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Legislative requirements may relate to:***

- applicable Crimes Acts and Codes
- Australian standards, quality assurance and certification requirements
- Aviation Transport and Maritime Transport Acts and Regulations
- award and enterprise agreements
- consumer law
- general 'duty of care' responsibilities
- privacy and confidentiality
- relevant commonwealth, state and territory legislation which affect organisational operation:
  - anti-discrimination and diversity
  - equal employment opportunity
  - industrial relations
  - OHS
- relevant industry codes of practice
- security licensing or certification
- Trade Practices and Fair Trading Acts.

***Organisational requirements may relate to:***

- access and equity policy, principles and practice
- client service standards
- code of conduct
- code of ethics
- communication channels and reporting procedures
- emergency and evacuation procedures



- employer and employee rights and responsibilities
  - OHS policies, procedures and programs
  - organisational goals, objectives, plans, systems and processes
  - policies and procedures relating to own role, responsibility and delegation
  - reporting systems, procedures and processes
  - security licensing.
- ETD means:***
- a system or combination of different technologies, that have the ability to detect and indicate by means of an alarm, the presence of explosive material contained on or in items or on a person or other articles subjected for analysis.
- ETD equipment may relate to:***
- equipment that can detect and indicate by means of an alarm the presence of a target amount of explosive material.
- Security procedures may relate to:***
- equipment eg alarms
  - members of the public
  - premises
  - staff
  - surveillance.
- Duty of care requirements:***
- relate to the legal responsibility under "duty of care" to do everything reasonably practicable to protect others from harm
  - may relate to own responsibilities to comply with safe working practices including activities which require licences or certificates of competency.
- Designated personnel may include:***
- emergency services (eg police, ambulance, fire brigade, emergency rescue)
  - first aid officer
  - OHS representatives
  - security personnel
  - supervisor.
- Occupational Health and Safety (OHS) requirements may relate to:***
- controlling and minimising risks
  - correct manual handling including shifting, lifting and carrying
  - first aid
  - identifying and reporting hazards and risks
  - knowledge of emergency and evacuation procedures
  - transporting and storing cash, people, property and dangerous goods
  - using and maintaining equipment
  - using and maintaining personal protection equipment

***ETD sampling methods and procedures may relate to:***

- using and storing hazardous materials and substances.
- advising selected persons verbally and in writing the ETD sampling process procedures
- ETD positive result procedures
- ETD swab testing and analysis procedures
- methods and techniques of screening persons and personal effects
- obtaining verbal consent from selected persons to conducting ETD sampling
- procedures for when persons do not provide consent to carry out ETD sampling
- selecting a random and continuous sample of diverse range of persons passing through the screening point.

***Positive alarm may relate to:***

- the audible and/or visual alarm produced by the equipment when indicating the presence of a target amount of explosive material within the range of the equipment according to the operating program of the equipment.

***Security risks may include:***

- injury to persons eg staff, members of the public
- persons carrying prohibited items eg weapons
- persons causing a public nuisance
- persons demonstrating suspicious behaviour
- persons under the influence of intoxicating substances
- persons with criminal intent
- terrorism
- unattended packages or baggage
- violence or physical threats.

***General procedures for monitoring may include:***

- following designated organisational procedures
- maintaining vigilance and awareness of security while at work to promptly recognise risks or incidents
- observing individual or group behaviour
- recording details of observed risk situations.

***Security equipment may include:***

- alarms
- communication equipment
- ETD equipment
- locked and secure areas.

***Procedures for reporting security risks may include:***

- completing documentation such as logs, journals and activity reports
- completing police reports
- completing written and computer reports
- contacting designated personnel
- recording security risk and incident details
- requesting security assistance.

**Communication channels may include:**

- direct line supervision paths
- formal communication pathways
- lateral supervision paths
- organisational networks.

**Communication modes may include:**

- alarms
- call codes and signs
- electronic communication
- hand signals
- verbal communication
- written communication.

**Communication equipment may include:**

- megaphone
- mobile telephone
- public address system
- telephone
- two-way radio.

## Unit Sector(s)

Unit sector            Security

## Competency field

Competency field    Operations