



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC2026A Perform routine maintenance on security equipment and system

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to perform routine servicing, adjustments and repairs on a range of security equipment and systems. It requires the ability to use suitable tools and equipment to maintain the operational effectiveness of security equipment and systems. It also requires an ability to identify faults and carry out routine repairs.

This unit may form part of the licensing requirements for persons responsible for maintaining security equipment and systems in those states and territories where these are regulated activities

Application of the Unit

Application of the unit

This unit of competency has application in those work roles involving the maintenance of security equipment and systems. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

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
1 Prepare for routine maintenance.	1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to <i>maintaining security equipment and systems</i> are identified and complied with. 1.2 <i>Assignment instructions</i> are obtained, reviewed and confirmed as required with <i>relevant persons</i> . 1.3 Maintenance requirements of security equipment and system are confirmed. 1.4 Security equipment and system to be serviced is identified and confirmed. 1.5 <i>Tools and equipment</i> needed to carry out the work are selected and checked for correct operation and safety. 1.6 Potential and existing <i>risks and hazards</i> in the work area are identified and controlled in accordance with <i>Occupational Health and Safety (OHS)</i> requirements and own role, competence and authority.
2 Carry out routine maintenance.	2.1 <i>Personal protection equipment</i> is selected and used in accordance with OHS requirements. 2.2 Security equipment and system identified for servicing is <i>accessed</i> with minimal <i>disruption</i> to services and others in the work area. 2.3 Security equipment and system is inspected and assessed for operational effectiveness against normal operating criteria. 2.4 Routine servicing of security equipment and system is carried out in accordance with manufacturer's instructions. 2.5 Faults are identified and routine repairs undertaken in accordance with manufacturer's instructions and within scope of own role, competence and authority. 2.6 Complex faults or repair requirements are reported to relevant persons in accordance with organisational procedures. 2.7 Safe workplace practices are applied throughout maintenance and repair procedures in accordance with OHS requirements.
3 Complete maintenance activities.	3.1 Serviced and repaired security equipment and system is reinstated to operational condition in accordance with assignment instructions. 3.2 Work area is restored to original condition, waste disposed of and tools and equipment cleaned and stored in accordance with organisational requirements. 3.3 Malfunctions, faults, wear or damage to tools or equipment is documented and reported for repair or replacement in accordance with organisational procedures. 3.4 Notification of work completion is made to relevant

ELEMENT**PERFORMANCE CRITERIA**

- persons in accordance with organisational procedures.
- 3.5 Relevant *documentation* is completed and securely maintained in accordance with organisational procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- apply safe and environmentally aware work practices
- carry out routine maintenance and basic repairs on a range of security equipment and systems
- communicate in a clear and concise manner
- complete documentation
- estimate and organise materials, tools and equipment requirements
- identify and comply with applicable legislative requirements including licensing
- identify and control workplace hazards
- identify and follow routine workplace safety procedures
- identify and report faulty equipment
- maintain an inventory of equipment and consumables associated with maintenance activities
- measure and calculate volumes, consumption and servicing requirements
- organise and prioritise work tasks
- read and interpret plans and specifications
- recognise routine and complex faults and malfunctions of a range of security equipment and systems
- restore work area to pre-maintenance condition
- solve routine problems
- test and confirm operational effectiveness of security equipment and system
- use suitable tools and equipment, including hand and power tools
- work in confined spaces.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- cable termination and connection procedures
- earthing systems arrangements and requirements
- electrical concepts
- emergency procedures

REQUIRED SKILLS AND KNOWLEDGE

- methods of fixing security equipment and systems
- methods of sealing cable entries
- procedures for accessing and storing tools, equipment and materials
- procedures for reporting malfunctioning or faulty tools and equipment
- reporting and documentation requirements
- requirements for compliance with Australian building codes and regulations and Australian Communications Authority cabling standards
- requirements for working in a confined space
- risks and hazards associated with installation procedures
- routine maintenance procedures relevant to security equipment and systems
- safe workplace procedures
- technical terminology
- types of faults associated with security equipment and systems
- types, functions and features of security equipment and systems
- types, functions and purpose of end-of-line devices and resistors
- waste disposal procedures.

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:

- applying appropriate methods and using suitable tools and equipment to carry out routine maintenance and repairs on a range of security equipment and systems
- interpreting and complying with applicable legislative and licensing requirements for maintenance work
- organising own work tasks within specified maintenance timeframes and completing documentation related to maintenance services
- cleaning and storing tools and equipment and reinstating work site to a clean and safe condition
- inspecting and testing security equipment and system for correct operation and accurately identifying faults and malfunctions
- safely following maintenance and repair procedures and

carrying out checks to ensure integrity and security of security equipment and system.

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

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 could be assessed using the following methods of assessment:

- observation of processes and procedures
- 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 commonwealth, state and territory legislation which affects work such as:
 - workplace safety
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
- Australian building codes and regulations
- Australian Communications Authority cabling standards
- Australian standards and quality assurance requirements
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements
- privacy requirements
- relevant industry codes of practice
- telecommunications
- trade practices.

Organisational requirements may relate to:

- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

Maintenance may include:

- cleaning
- minor modifications and adjustments
- routine repairs
- servicing.

Security equipment and systems may

- access control systems
- audible and visual warning devices

include:

- cameras and monitors
- commercial and residential alarm systems
- detection devices
- electric and mechanical fire safety and fire locking systems
- electronic locks and locking systems
- electronic readers
- electronic screen equipment
- intercoms and control panels
- security doors and door controls
- specialised access control systems eg biometrics.

Assignment instructions may include:

- access to site and specific site requirements
- equipment, tools and material requirements
- personal protection clothing and equipment requirements
- equipment and systems location information
- reporting requirements
- security equipment and system information
 - features, functions and capabilities
 - manufacturer's instructions
 - service and maintenance requirements
 - warranties and guarantees
- specific client requirements
- timeframes
- work schedules
- work tasks and procedures.

Relevant persons may include:

- clients
- colleagues
- engineers and technicians
- equipment and systems manufacturers
- security consultants
- security personnel
- site managers or project managers
- supervisor.

Tools and equipment may include:

- cable testing equipment
- communications equipment
- computer and software
- fixing tools
- hand tools
- ladder
- multimeter
- personal protection equipment
- power tools.

Risks and hazards may relate to:

- chemical hazards eg battery corrosion
- exposed electrical wiring
- exposure to
 - asbestos
 - building debris
 - dust
 - glass fibre
 - live power
 - natural and other gas build-up
 - noise

- vermin
- water
- manual handling
- non-compliance with building codes and regulations.

Occupational Health and Safety (OHS) requirements may relate to:

- emergency procedures
- following confined spaces procedures
- implementation of safety policies and procedures
 - chemicals, gas and vapour
 - isolation procedures
 - monitoring and testing procedures
 - use of personal protection equipment and clothing
 - work clearance procedures
- risk and hazard recognition
- safety training
- working with electrical wiring and cables
- working with tools and equipment.

Personal protection equipment may include:

- breathing apparatus
- fire extinguisher
- first aid kit
- gloves
- head protection
- hearing protection
- knee pads
- masks
- safety boots
- safety glasses.
- warning signs and tapes
- witches hats.

Access may relate to:

- disablement of system
- modem access
- phone line access
- removal of housing
- use of access code
- use of access token
- use of keys.

Disruptions may affect:

- access
- business operations
- noise
- security
- time
- use of equipment.

Documentation may include:

- faulty or malfunctioning tools and equipment
- materials used, parts and components replaced
- operational checks conducted
- recommended repairs or disposal of equipment

- repairs or servicing undertaken
- security equipment and system faults and diagnosis
- testing and inspection results
- written and electronic reports.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security