



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3038A Commission and decommission security equipment and system

Release: 1

CPPSEC3038A Commission and decommission security equipment and system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to commission and decommission a range of security equipment and systems. It requires the ability to apply appropriate procedures and use suitable tools and equipment to commission and decommission security equipment and systems. This work applies in extra low voltage as defined through the Australian standards AS 2201 (1986) environments.

This unit may form part of the licensing requirements for persons responsible for commissioning and decommissioning security systems and equipment 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 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 commissioning or decommissioning activities.	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to <i>assignment instructions</i> are identified and complied with.</p> <p>1.2 Assignment instructions are obtained, reviewed and confirmed as required with <i>relevant persons</i>.</p> <p>1.3 <i>Security equipment and system</i> to be <i>commissioned</i> or <i>decommissioned</i> is identified and confirmed.</p> <p>1.6 <i>Tools, equipment and materials</i> needed to carry out the work are selected and checked for correct operation and safety.</p> <p>1.7 <i>Site access and specific site requirements</i> are confirmed and organised in accordance with organisational procedures.</p> <p>1.8 Appropriate <i>interpersonal techniques</i> are used to consult with relevant persons to ensure the work is coordinated effectively with others in the work area.</p> <p>1.9 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.</p>
2 Commission security equipment and system.	<p>2.1 <i>Personal protection equipment</i> is selected and used in accordance with OHS requirements.</p> <p>2.2 Security equipment and system is accessed with minimal disruption to surrounding environment and services.</p> <p>2.3 Equipment interconnections and parameters are confirmed in accordance with system specifications.</p> <p>2.4 <i>Customisation</i> of security equipment and system to meet assignment instructions is conducted in accordance with approved procedures.</p> <p>2.5 Non-software configurations are set and confirmed and software is installed and hardware data loaded in accordance with manufacturer's instructions.</p> <p>2.6 Performance tests are conducted to ensure security equipment and system operation meets prescribed parameters and specifications.</p> <p>2.7 Malfunctions or deviations from recommended specifications are documented and reported.</p> <p>2.8 <i>Hand-over</i> of commissioned security equipment and system is conducted in accordance with organisational procedures.</p> <p>2.9 Safe workplace practices are applied throughout</p>

ELEMENT	PERFORMANCE CRITERIA
	programming process in accordance with OHS requirements.
3 Decommission security equipment and system.	<p>3.1 Personal protection equipment is selected and used in accordance with OHS requirements.</p> <p>3.2 Security equipment and system is accessed with minimal disruption to surrounding environment and services.</p> <p>3.3 Isolation procedures to protect the operation of existing services are confirmed with relevant persons and implemented in accordance with manufacturer's instructions.</p> <p>3.4 Sources of energy are safely terminated in accordance with manufacturer's instructions.</p> <p>3.5 Security equipment and system components are removed in accordance with approved procedures and manufacturer's instructions.</p> <p>3.6 Clear and concise communication is maintained with relevant persons during decommissioning procedures in accordance with organisational procedures.</p> <p>2.7 Safe workplace practices are applied throughout programming process in accordance with OHS requirements.</p>
4 Complete commissioning and decommissioning activities.	<p>4.1 Work is completed in an efficient and effective manner within designated timeframes.</p> <p>4.2 Results of commissioning are documented and processed in accordance with organisational procedures.</p> <p>4.3 Notification of work completion is made in accordance with organisational procedures.</p> <p>4.4 Work area is cleaned and restored in accordance with organisational procedures.</p> <p>4.5 Disposal of decommissioned security equipment and system or components is arranged in accordance with site and organisational procedures.</p> <p>4.6 Waste from commissioning and decommissioning procedures is collected, treated and disposed of in accordance with organisational procedures.</p> <p>4.7 All relevant documentation is completed and securely maintained with due regard to confidentiality in accordance with organisational procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- accurately identify and correctly handle cables
- communicate in a clear and concise manner
- confirm systems are ready to be commissioned
- confirm that systems and their performance meet the required operational specification
- customise equipment and systems to client requirements
- demonstrate the operation of systems during hand-over
- download and upload digital information
- effectively operate a range of security systems and networks
- estimate and organise resource 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
- methodically prioritise and organise work tasks
- minimise disruption to surrounding work activities
- read and interpret plans and specifications
- safely disable security equipment and systems
- select and use suitable tools and equipment
- solder, weld and carry out basic carpentry
- solve routine problems
- source relevant commissioning and decommissioning information
- test security equipment systems and read a multimeter.
- use keypads and control panels
- use suitable tools and equipment, including hand and power tools and testing devices
- work in confined spaces.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- building construction methods and types
- cable identification methods and techniques
- circuit protection requirements
- earthing systems arrangements and requirements
- electrical concepts
- electrical connections and types of electrical circuits
- emergency procedures

REQUIRED SKILLS AND KNOWLEDGE

- isolating and testing procedures
- keypad and control panel types and functions
- methods and procedures to commission and decommission security equipment and systems
- 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 at height and in a confined space
- risks and hazards associated with commissioning and decommissioning procedures
- safe workplace procedures
- technical terminology
- types and functions of computer software
- types, functions and features of security equipment and systems
- types, functions and features of tools and equipment including testing devices
- 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:

- accessing security equipment and systems and methodically carrying out commissioning and decommissioning procedures with minimal disruption to client services, existing structures or normal work routines
- clearly identifying commissioning and decommissioning requirements of security equipment and systems from assignment instructions and organising appropriate tools, equipment and materials to carry out work
- following safe and efficient work practices in the use of tools and equipment and accurately identifying and managing risks and hazards in the work area
- handing over security equipment and system to client ensuring a full and complete understanding of systems and network

operations and functions through the provision of clear and effective instructions, information and training

- reinstating work area to a clean and safe condition, and preparing and submitting all required documentation in an accurate and prompt manner.

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

Assignment instructions may include:

- storage and disposal of information.
- access to site and specific site requirements
- equipment and system location information
- equipment, tools and material requirements
- personal protection clothing and equipment requirements
- reporting requirements
- security equipment and system information:
 - features, functions and capabilities
 - installation procedures
 - manufacturer's instructions
 - service and maintenance requirements
 - type
 - 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.

Security equipment and systems may include:

- access control systems
- audible and visual warning devices
- 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.

Security systems may be:

- computerised
- electronic
- mechanical

- Commission requirements may relate to:***
- procedural.
 - customisation requirements
 - hand over information and documentation
 - monitoring and response procedures
 - scheduling of commissioning
 - training requirements
 - type, functions and features of equipment and system.
- Decommissioning may involve:***
- adjustments to equipment and system
 - changes to hardware and software
 - default system-held information
 - disablement
 - disconnection
 - downloading system information
 - reconnecting components
 - removal of components.
- Tools, equipment and materials may include:***
- cable testing equipment
 - communications equipment
 - computer disks
 - computer leads and cables
 - computers and computer software
 - crimp tools
 - drop sheet
 - file
 - fixing tools
 - flexible rods
 - hand tools
 - hand-held programmers
 - insulation mega
 - interface PCBs
 - keypads
 - ladder
 - multimeter
 - personal protection equipment
 - power tools
 - router
 - soldering iron
 - spirit level
 - strippers
 - templates
 - welder.
- Site access and specific site***
- access and egress points
 - access codes, keys or passes

requirements may relate to:

- building codes and regulations
- obtaining security clearance
- OHS requirements
- time of access to site
- union requirements.

Interpersonal techniques may involve:

- active listening
- being non-judgemental
- being respectful and non-discriminatory
- constructive feedback
- control of tone of voice and body language
- culturally aware and sensitive use of language and concepts
- demonstrating flexibility and willingness to negotiate
- effective verbal and non-verbal communication
- maintaining professionalism
- providing sufficient time for questions and responses
- reflection and summarising
- two-way interaction
- use of plain English
- use of positive, confident and cooperative language.

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.
- Customisation may relate to:***
- adding system functions
 - changing password or user code
 - changing volume or length of alarms
 - modifying system functions.
- Hand-over procedures may involve:***
- a comprehensive explanation and demonstration of security equipment and system operations and functions
 - clear instructions on security equipment and system maintenance
 - effective user training:
 - demonstration
 - practice
 - question and answer session
 - verbal and written explanations
 - provision of all relevant information and documentation:
 - company contact details
 - keying plan
 - maintenance requirements
 - manufacturer's instructions and user manuals
 - monitoring procedures
 - warranty requirements.
- Removal procedures may involve:***
- disconnection
 - dismantling
 - reconnecting components
 - removal.

- Results of commissioning may include:***
- customisation of equipment and system
 - date and time of commissioning
 - information and documentation provided to client during hand-over
 - persons equipment and system commissioned to
 - type of commissioning undertaken.
- Disposal may involve:***
- destruction
 - return to client
 - return to manufacturer
 - return to store
 - special disposal requirements for hazardous components eg radioactive components and batteries
 - special storage or disposal requirements for classified or high security equipment and systems.
- Documentation may include:***
- adjustments made to security equipment and system
 - cable identification records
 - client authorisations
 - faulty or malfunctioning tools and equipment
 - location of security equipment and system
 - materials used
 - records of decommissioning procedures
 - results of commissioning
 - testing and inspection results
 - work activity report
 - written and electronic reports.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security