



**Australian Government**

# **MEM20014 Perform a site security survey**

**Release: 1**

# MEM20014 Perform a site security survey

## Modification History

Release 1. Supersedes and is equivalent to MEM20014A Perform a site security survey

## Application

This unit of competency defines the skills and knowledge required to examine and assess security requirements across commercial, industrial and domestic applications and requires the ability to source relevant information, establish security risk and use appropriate assessment methods to ensure an accurate determination of security equipment/system options to meet client needs.

Where estimates and quotes are required unit CPPSEC3047A Provide estimate and quote on security system should also be selected.

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

**Band: A**

**Unit Weight: 2**

## Pre-requisite Unit

|          |                                                              |
|----------|--------------------------------------------------------------|
| MEM13015 | Work safely and effectively in manufacturing and engineering |
| MEM16006 | Organise and communicate information                         |

## Competency Field

Locksmithing

## Elements and Performance Criteria

| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>1 Determine job requirements</b>       | <b>1.1</b> Follow standard operating procedures (SOPs)                                          |
|                                           | <b>1.2</b> Comply with work health and safety (WHS) requirements at all times                   |
|                                           | <b>1.3</b> Identify job requirements from specifications, job sheets or work instructions       |

| Elements describe the essential outcomes.        | Performance criteria describe the performance needed to demonstrate achievement of the element.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2 Prepare to assess security requirements</b> | <p>2.1 Review job requirements and clarify with appropriate person(s) in accordance with organisational requirements</p> <p>2.2 Conduct discussions with customer to establish actual and potential security risks and clarify scope of work</p> <p>2.3 Apply effective interpersonal techniques when interacting with customer</p> <p>2.4 Identify site access and specific site requirements and make appropriate arrangements, as required, in accordance with client and organisational requirements</p> <p>2.5 Identify personal limitations in assessing security requirements and seek assistance from appropriate person(s)</p>                                            |
| <b>3 Assess security requirements</b>            | <p>3.1 Identify site restrictions, regulations and requirements in accordance with client and organisational requirements</p> <p>3.2 Gather relevant information from identified sources and apply to assignment requirements</p> <p>3.3 Carry out a site assessment to facilitate an accurate determination of security requirements, where possible</p> <p>3.4 Review client assets, activities and existing security arrangements to assess the level and range of security risk to client operations</p> <p>3.5 Identify weak points, risk areas and environmental factors affecting the security risk of the site and assess in accordance with organisational procedures</p> |
| <b>4 Document security assessment</b>            | <p>4.1 Record information and store in accordance with organisational procedures</p> <p>4.2 Complete a comprehensive assessment of client security requirements within designated timeframes and present for review to appropriate person(s)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 4.3 Prepare a security survey in accordance with industry and organisational standards of style, format and accuracy
- 4.4 Make recommendations for security equipment/systems and provide alternative options in accordance with organisational requirements
- 4.5 Process documentation in accordance with legislative, assignment and organisational requirements

## Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Job requirements include one (1) or more of the following:**

- instructions from supervisor/management
- work schedules and completion dates
- specific client requirements
- site requirements
- security clearance and access requirements
- reporting and documentation requirements
- budget allocations
- national construction code
- fire regulations

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**Appropriate person(s) includes one (1) or more of the following:**

- clients
- site managers
- project managers
- engineers and technicians
- technical experts
- line managers/supervisors
- colleagues
- regulatory personnel
- security consultants

**Customer includes one (1) or more of the following:**

- owner
- property/other agent
- tenant
- building supervisor
- manager
- project manager
- architect
- government and legal instruments/agencies

**Scope of work includes one (1) or more of the following:**

- personal protection
- access requirements
- property or assets
- conformance with insurance
- legislative or other requirements

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**Interpersonal techniques include one (1) or more of the following:**

- verbal or non-verbal language
- two-way interaction
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- interpreting non-verbal and verbal messages
- observation techniques
- use of positive, confident and cooperative language
- control of tone of voice and body language
- use of language and concepts appropriate to cultural differences
- clear presentation of options and consequences
- demonstrating flexibility and willingness to compromise

**Site access and specific site requirements include one (1) or more of the following:**

- access and egress points
- time of access
- access codes
- keys and passes
- security clearances
- union requirements
- WHS requirements
- building codes and regulations
- heritage listings
- noise control

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**Security threats and risks include one (1) or more of the following:**

- vandalism
- sabotage
- trespass
- break-in
- burglary
- assault or harm
- unauthorised access
- accidents
- theft
- pilferage
- terrorist acts
- theft of information
- rioting and civil disorder
- natural disasters
- power loss
- deliberate/accidental damage to people, property and premises

**Weak points and risk areas include one (1) or more of the following:**

- unsecured or poorly secured entry points
- entry points screened from public view
- entry points with old or worn locks
- external doors without deadlocks or with hinges opening outward
- flimsy building materials and client habits

**Environmental factors include one (1) or more of the following:**

- adequacy of street lighting
- traffic flow
- neighbourhood crime rating
- proximity of other buildings

**Assessment includes involving one (1) or more of the following:**

- discussions with client
- crime prevention through environmental design (CPTED) site inspection
- visual inspections
- review of client floor plans and supporting documentation
- police/insurance companies

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**Information includes one (1) or more of the following:**

- value or importance of assets
- insurance policy agreements
- special rooms or areas requiring higher level of protection
- current/proposed operating environments
- assets and systems
- activities and functions
- existing security systems/equipment
- existing management strategies
- business and operational plans
- incident history

**Site assessment includes one (1) or more of the following:**

- type and condition of building structures
- identification of risk areas/weak points
- site restrictions
- regulations and requirements
- access and egress patterns
- floor plan
- existing security equipment/systems

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**Security equipment and systems include one (1) or more of the following:**

- detection devices
- audible/visual warning devices
- cameras
- monitors and control equipment
- control panels
- intercoms
- wireless equipment
- car alarms
- electronic readers
- electronic recognition controls
- locks and locking systems
- grills
- lighting
- boom gates
- turnstiles
- bank pop-up screens
- smoke detection devices
- electric/mechanical fire safety and fire locking systems
- power supplies
- batteries
- security doors and door controls

**Documentation includes one (1) or more of the following:**

- checklists
- reports
- floor plans
- client briefs
- specifications
- schedules
- site survey

## Unit Mapping Information

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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>