



**Australian Government**

# **MEM20021 Perform a building security inspection**

**Release: 1**

# MEM20021 Perform a building security inspection

## Modification History

Release 1. New unit.

## Application

This unit of competency defines the skills and knowledge required to examine, assess and report on basic security requirements across domestic and commercial applications. It includes the ability to source relevant information and use appropriate assessment methods to determine security equipment needs to meet client requirements.

It applies to site security inspections undertaken by a locksmith.

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                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. Prepare to assess security requirements       | <p>1.1 Follow standard operating procedures (SOPs) and comply with work, health and safety (WHS) requirements at all times</p> <p>1.2 Review job requirements and clarify with appropriate personnel in accordance with organisational requirements</p> <p>1.3 Conduct discussions with client to establish actual and potential security needs and clarify scope of work</p> <p>1.4 Identify site access and specific site requirements and make appropriate arrangements as required in accordance with client and</p> |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                  | organisational requirements<br>1.5 Identify personal limitations in assessing security requirements and seek assistance from appropriate personnel                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. Assess security requirements                  | 2.1 Identify site restrictions, regulations and requirements in accordance with client, organisational and legislative requirements<br>2.2 Gather relevant information from identified sources and apply to organisational requirements<br>2.3 Carry out a site assessment to facilitate a determination of security requirements<br>2.4 Review client existing security arrangements to assess the level and security risk to client operations<br>2.5 Identify weak points and other factors affecting the security of the site and assess in accordance with organisational procedures |
| 3. Document security assessment                  | 3.1 Record information and store in accordance with organisational procedures<br>3.2 Complete a basic assessment of client security requirements within designated timeframes and present for review to appropriate personnel<br>3.3 Prepare a building security inspection report in accordance with industry and organisational standards<br>3.4 Make recommendations for security equipment and provide options in accordance with organisational requirements<br>3.5 Process documentation in accordance with legislative and organisational requirements                             |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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 or more of the following:         | <ul style="list-style-type: none"> <li>• instructions from supervisors</li> <li>• work schedules and completion dates</li> <li>• specific client requirements</li> <li>• site requirements</li> <li>• reporting and documentation requirements</li> <li>• National Construction Code requirements</li> <li>• associated legislation</li> <li>• fire regulations.</li> </ul> |
| Appropriate personnel include one or more of the following:    | <ul style="list-style-type: none"> <li>• clients</li> <li>• site managers</li> <li>• project managers</li> <li>• engineers and technicians</li> <li>• technical experts</li> <li>• line managers</li> <li>• supervisors</li> <li>• colleagues</li> <li>• regulatory personnel.</li> </ul>                                                                                   |
| Client includes one or more of the following:                  | <ul style="list-style-type: none"> <li>• owner</li> <li>• property or other agent</li> <li>• tenant</li> <li>• building supervisor</li> <li>• body corporate</li> <li>• manager</li> <li>• project manager</li> <li>• architects</li> <li>• government and legal instruments or agencies.</li> </ul>                                                                        |
| Scope of work includes one or more of the following:           | <ul style="list-style-type: none"> <li>• personal protection</li> <li>• access requirements</li> <li>• property or assets</li> <li>• insurance requirements</li> <li>• legislative or other requirements.</li> </ul>                                                                                                                                                        |
| Interpersonal techniques include one or more of the following: | <ul style="list-style-type: none"> <li>• two-way interaction</li> <li>• constructive feedback</li> <li>• questioning to clarify and confirm understanding</li> <li>• observation techniques</li> <li>• clear presentation of options and consequences.</li> </ul>                                                                                                           |

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site access and specific site requirements include one or more of the following: | <ul style="list-style-type: none"> <li>• access and egress points</li> <li>• time of access</li> <li>• access logs</li> <li>• access codes</li> <li>• keys</li> <li>• passes</li> <li>• security clearances</li> <li>• union requirements</li> <li>• work health and safety (WHS) requirements</li> <li>• building codes and regulations</li> <li>• heritage listings</li> <li>• noise control.</li> </ul> |
| Security risks include one or more of the following:                             | <ul style="list-style-type: none"> <li>• vandalism</li> <li>• break-in</li> <li>• burglary</li> <li>• assault or harm</li> <li>• unauthorised access</li> <li>• accidents</li> <li>• theft.</li> </ul>                                                                                                                                                                                                     |
| Weak points include one or more of the following:                                | <ul style="list-style-type: none"> <li>• unsecured or poorly secured entry points</li> <li>• entry points screened from public view</li> <li>• entry points with old or worn locks</li> <li>• external doors without deadlocks or with hinges opening outward</li> <li>• poor lighting</li> <li>• flimsy building materials.</li> </ul>                                                                    |
| Environmental factors include one or more of the following:                      | <ul style="list-style-type: none"> <li>• adequacy of street lighting</li> <li>• building hours of use</li> <li>• traffic flow</li> <li>• proximity of other buildings.</li> </ul>                                                                                                                                                                                                                          |
| Assessment includes one or more of the following:                                | <ul style="list-style-type: none"> <li>• discussions with client</li> <li>• visual inspections</li> <li>• review of client floor plans and supporting documentation.</li> </ul>                                                                                                                                                                                                                            |
| Information includes one or more of the following:                               | <ul style="list-style-type: none"> <li>• value or importance of assets</li> <li>• special rooms or areas requiring higher level of protection</li> <li>• current or proposed operating environments</li> <li>• assets and systems</li> <li>• existing security systems and equipment</li> <li>• incident history.</li> </ul>                                                                               |
| Site assessment includes:                                                        | <ul style="list-style-type: none"> <li>• floor plan</li> <li>• regulations and requirements</li> </ul>                                                                                                                                                                                                                                                                                                     |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                           | <p>Plus one or more of the following:</p> <ul style="list-style-type: none"><li>• type and condition of building structures</li><li>• identification of weak points</li><li>• site restrictions</li><li>• access and egress patterns</li><li>• existing security equipment and systems.</li></ul>                                                                                           |
| Security equipment and systems include one or more of the following:                      | <ul style="list-style-type: none"><li>• electronic readers</li><li>• locks and locking systems</li><li>• key control systems</li><li>• grills</li><li>• lighting</li><li>• security doors and door controls.</li></ul>                                                                                                                                                                      |
| Client, organisational and legislative requirements include one or more of the following: | <ul style="list-style-type: none"><li>• specific client requirements</li><li>• completion times and dates</li><li>• job requirements and tasks</li><li>• signature authorities</li><li>• WHS requirements</li><li>• company requirements</li><li>• code of conduct requirements</li><li>• compliance with relevant manufacturer requirements, warranties and service information.</li></ul> |
| Documentation includes one or more of the following:                                      | <ul style="list-style-type: none"><li>• checklists</li><li>• reports</li><li>• floor plans</li><li>• specifications</li><li>• schedules</li><li>• site survey.</li></ul>                                                                                                                                                                                                                    |

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet -

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

# Assessment Requirements for MEM20021 Perform a building security inspection

## Modification History

Release 1. New unit.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying site access and specific site requirements
- interpreting floor plans
- carrying out a site assessment from visual inspection, review of client floor plans and supporting documentation on at least two occasions
- identifying weak points and areas affecting the security of the site
- preparing a building security inspection report on at least two occasions including factors that impact on the type of security to be fitted
- making recommendations for security equipment on at least two occasions
- completing all documentation in accordance with procedures.

*Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.*

## Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- ethical considerations in locksmithing work
- people to consult
- site information and requirements
- common risks and threats to site security
- entry point security
- available security equipment and basic requirements for installation
- types and functions of security equipment
- principles of physical building security
- building construction methods and types
- organisational and client confidentiality requirements
- documentation requirements and processes.
-

## Assessment Conditions

- Assessors must:
  - have vocational competency in performing and reporting on building security inspections at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the Standards for Registered Training Organisations 2015 or its replacement and comply with the National Vocational Education and Training Regulator Act 2011, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- 

## Links

Companion Volume implementation guides are found in VETNet -

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