



Australian Government

MEM20035 Perform a site security survey

Release: 1

MEM20035 Perform a site security survey

Modification History

Release 1. Supersedes and is equivalent to MEM20014 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.

It applies to establishing security risk and use of assessment methods of security equipment to meet client needs.

Where estimates and quotes are required unit CPPSEC3047 Provide estimate and quote on security system installations 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

MEM20023 Assemble and test lock mechanisms

MEM20025 Gain entry

MEM20027 Maintain and service mechanical locking devices

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. Determine job requirements	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify job requirements from specifications
2. Prepare to assess security requirements	2.1 Review job requirements and clarify with appropriate personnel in accordance with organisational requirements 2.2 Conduct discussions with customer to establish actual and potential security risks and clarify scope of work 2.3 Identify site access and specific site requirements and make arrangements in accordance with client and organisational requirements
3. Assess security requirements	3.1 Undertake a security survey within client requirements and record information for security risk assessment 3.2 Identify weak points, risk areas and environmental factors affecting the security risk of the site and assess in accordance with organisational procedures 3.3 Review client assets, activities and existing security arrangements to assess the level and security risk to client operations
4. Document security assessment	4.1 Prepare a security survey in accordance with industry and organisational standards for style, format and accuracy 4.2 Complete a comprehensive assessment of client security requirements within designated timeframes and present for review to appropriate personnel 4.3 Make recommendations for security equipment and/or systems and provide alternative options in accordance with organisational requirements 4.4 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.	
Specifications include one or more of the following:	• job sheets • work instructions • work orders.
Job requirements include one or more of the following:	• instructions from work supervisors • work schedules and completion dates • specific client requirements • site requirements • security clearance and access requirements • reporting and documentation requirements • budget allocations • National Construction Code requirements • fire regulations.
Appropriate personnel include one 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 or more of the following:	• owner • property or other agent • tenant • building supervisor • manager • project manager • architect • government and legal instruments or agencies.
Scope of work includes one or more of the following:	• personal protection • access requirements • property or assets • conformance with insurance • legislative or other requirements.
Site access and	• access and egress points

specific site requirements include one or more of the following:	• time of access • access codes • keys and passes • security clearances • union requirements • work health and safety (WHS) requirements • building codes and regulations • heritage listings • noise control.
Security threats and risks include one or more of the following:	• vandalism • sabotage • trespass • break-in • burglary • assault or harm • unauthorised access • accidents • theft • terrorist acts • theft of information • rioting and civil disorder • natural disasters • power loss • deliberate or accidental damage to people, property and premises.
Weak points and risk areas include one 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 • poor lighting • flimsy building materials and client habits.
Environmental factors include one or more of the following:	• adequacy of street lighting • traffic flow • neighbourhood crime rating • proximity of other buildings.
Assessment includes involving one 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.

Information includes one or more of the following:	• value or importance of assets • insurance policy agreements • special rooms or areas requiring higher level of protection • current or proposed operating environments • assets and systems • activities and functions • existing security systems and equipment • existing management strategies • business and operational plans • incident history.
Site assessment includes one or more of the following:	• type and condition of building structures • identification of risk areas and weak points • site restrictions • regulations and requirements • access and egress patterns • floor plan • existing security equipment and systems.
Security equipment and systems include one or more of the following:	• detection devices • audible or visual warning devices • cameras • monitors and control equipment • control panels • intercoms • wireless equipment • electronic readers • electronic recognition controls • locks and locking systems • grills • lighting • boom gates • turnstiles • bank pop-up screens • smoke detection devices • electrical or mechanical fire safety and fire locking systems • power supplies • batteries • security doors and door controls.
Documentation includes one or more of the following:	• checklists • reports • floor plans • client briefs

	• specifications • schedules • site survey.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20014 Perform a site security survey.

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 MEM20035 Perform a site security survey

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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
- identifying security threats and risks
- carrying out a site assessment and identifying weak points and risk areas affecting the security risk to the site on at least two occasions
- preparing a security survey on at least two occasions, including environmental factors that impact on the type of security system to be fitted
- making recommendations for security equipment and systems
- 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
- scope of security survey work, types of job requirements and people involved in the process
- risk assessment methods and procedures
- risks and threats to site security
- available security equipment and system options and basic requirements for installation
- types and functions of security equipment and systems
- building construction methods and types
- organisational and client confidentiality requirements
- basic problem-solving strategies
- operational principles of information technology
- documentation requirements and processes.
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Assessment Conditions

- Assessors must:
 - have vocational competency in performing a site security survey 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. This must 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.
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