



POLWEL Approved Assessment Organisation
Progressive Wage Model – Assessment-Only Pathway (PWM–AOP)

Assessment Readiness Self-Evaluation

Competency Unit	Operate Basic Security Equipment		
Competency Code	SE-SO-114E-1		
Name of Security Officer			
NRIC / FIN			
Contact Number			
Total Score	/ 17	Percentage	

Terms and Conditions

1. I declare that the completion of this Self-Evaluation is my own effort and it is not the work of others. I understand that POLWEL AAO has every right to withdraw my application for PWM–AOP and forfeit the assessment fees paid if I am found to be untruthful in my declaration.
2. I declare that I have the relevant work experience as stipulated in the pre-requisites for PWM–AOP.
3. I understand the PWM-AOP is suitable for me if I have received previous formal or informal training relating to the competency requirements of this Competency Unit.
4. I understand that I need to be as realistic and honest as possible to evaluate if I am able to meet the assessment requirements of the Competency Unit’s Performance Criteria and Underpinning Knowledge based on my existing skills and knowledge; failing which, it is likely to result in a ‘Not Yet Competent’ assessment outcome.
5. I understand that the successful completion of this Self-Evaluation will not lead to a Statement of Attainment (SOA) to be issued by WDA for this Competency Unit.

Signature of Security Officer	
Name of Security Officer	
Date	

Competency Element 1: Operate Access Control Equipment

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
1.1	Identify the access points of entry for different levels of authorised entry	<p>[Role Play 1]</p> <p>Based on the brief and site plan given to me, I am able to explain the different levels of authorised entry within the premises, which may include the following:</p> <ul style="list-style-type: none"> • Issuance of Staff Pass for different level of authorised entry • Level of entry based on the guidelines of designation / functional role / security category or classification 		
		Sub-Total Score	/ 1	

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
1.2	<p>Operate the access control equipment in accordance to organisation Standard Operating Procedures (SOP)</p> <p>a) Enter particulars of authorised staff into the card access system</p> <p>b) Activate key pads</p> <p>c) Ensure contractors and visitors change pass</p> <p>d) Ensure authorised staff escort visitors into the premise</p>	<p>[Role Play 2]</p> <p>I am able to demonstrate the handling of an application by a new staff who is requesting for access to a designated area, which may include:</p> <ul style="list-style-type: none"> • Login to the system • Key in particulars of applicant • Programme the applicant's Staff Pass with the necessary access level • Test the Staff Pass before handing over to applicant • Complete the application form • Forward the application form to Admin office 		
1.5	<p>Carry out basic troubleshooting and report any equipment fault to the supervisor</p>			
1.6	<p>Complete relevant documentation relating to the access control equipment</p>	<p>I am able to demonstrate the steps to disarm the Access Control System for a designated area, which may include:</p> <ul style="list-style-type: none"> • Press the relevant keys • Explain that the keypad will show the relevant display <p>I am able to demonstrate the handling of a visitor entering secured premises, which may include:</p> <ul style="list-style-type: none"> • Greet the visitor and ask for photo-ID • Verify the photo-ID by comparing it with the visitor's face • Call the staff to inform about the visitor and request that the visitor to be escorted into the premises • Make entry in the Visitor Book • Issue Visitor Pass to the visitor and request him / her to wear it • Ensure the visitor is escorted into the premises by the authorised staff • When visitor had completed his / her visit, collect back the Visitor Pass and make entry in the Visitor Book • Verify and return photo-ID to visitor 		

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
		<p>I am able to demonstrate the actions to be taken if the access card reader at a designated area is showing flashing indicator light, which may include:</p> <ul style="list-style-type: none"> • Report to Control about the fault of the access card reader • Carry out basic troubleshooting in accordance with the operating manual • If unable to resolve, use walkie-talkie to report to Supervisor • Record the incident in Pocket Book • Upon returning from patrol, update Fault Record Book and Occurrence Book, and put up Incident Report 		
1.3	Report the location of unauthorised entry	[Role Play 3]		
1.4	Identify the nature of unauthorised entry	<p>I am able to demonstrate the actions to be taken if a person is found to be at an area which is out-of-bounds to him based on the pass issued, which may include:</p> <ul style="list-style-type: none"> • Inform the person of his unauthorised entry • Take down his particulars • Report to Supervisor on the nature and location of unauthorised entry • Bring the person to the guard house <p>Based on the incident, I am able to update the Occurrence Book and put up an Incident Report, which may include the following details:</p> <ul style="list-style-type: none"> • Time and date of incident • Nature and location of unauthorised entry • Particulars of the person 		
		Sub-Total Score	/ 2	

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
1.2	Characteristics and limitation of access control equipment	[Oral Question 1] I am able to list the characteristics and limitations of the access control equipment.		
1.3	Types of access control equipment	[Oral Question 2] I am able to give examples of access control equipment.		
1.4	List of prohibited and hazardous items and goods	[Oral Question 3] I am able to give examples of prohibited and hazardous items and goods.		
1.5	Organisational SOP relating to access control duties, entry and exit of pedestrian and vehicles, incident reporting.	[Oral Question 4] I know why it is important for me to understand and know the procedures relating to access control duties.		
1.6	Type of documentation relating to the access control equipment	[Oral Question 5] I am able to give examples of documents which are important in operating and managing security equipment.		
		Sub-Total Score	/ 5	

Competency Element 2: Operate Alarm Monitoring Equipment

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
2.1	Arm and disarm the alarm equipment	<p>[Role Play 4]</p> <p>I am able to demonstrate the actions to be taken at the Control Room when the Intrusion Alarm is activated / sounded, which may include:</p> <ul style="list-style-type: none"> • Check the Intrusion Alarm Panel to check the red light is indicated at which area • Alert the Guard House to close the gate • Assign security officer to check status and report • Direct other patrolling Security Officers to look out for any intruder loitering in the premises • Monitor the CCTV in the area for any sign of intrusion • Call the Central Alarm Monitoring Station • Inform Supervisor and Management of the incident <p>I am able to demonstrate the follow-up actions to be taken if it is a case of false alarm.</p> <ul style="list-style-type: none"> • Reset the Intrusion Alarm System in the Control Room • Inform Central Alarm Monitoring Station of the false alarm • Inform Supervisor and Management • Record the incident in the Fault Record Book for maintenance action • Update the Occurrence Book and put up Incident Report 		
2.2	Identify the type and nature of the alarm			
2.3	Report the location of the intrusion incidents to immediate supervisor (first confirm location through CCTV or alarm panel where relevant)			
2.4	Adopt basic response action in accordance to organisation SOP			
2.5	Detect and report any equipment fault to the supervisor			
2.6	Complete relevant documentation relating to the alarm equipment			
		Sub-Total Score	/ 1	

K	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
2.1	Role and responsibilities in operating the alarm monitoring equipment	[Oral Question 6] I know my roles and responsibilities in operating the alarm monitoring equipment.		
2.2	Types of alarms	[Oral Question 7] I am able to give examples of alarm monitoring equipment.		
2.3	Characteristics and limitation of the alarm monitoring equipment	[Oral Question 8] I am able to list the characteristics and limitations of the alarm monitoring equipment.		
2.4	Operations of alarm monitoring equipment under day and night conditions	[Oral Question 9] I know the possible causes of false intrusion alarm that can take place in the premises.		
		Sub-Total Score	/ 4	

Competency Element 3: Operate CCTV Monitoring Equipment

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
3.1	Operate the CCTV equipment	<p>[Role Play 5]</p> <p>I am able to demonstrate how to operate the CCTV equipment, which may include:</p> <ul style="list-style-type: none"> • Check on the CCTV monitor • Check on the recording device <p>I am able to demonstrate the course of action if a particular frame on the CCTV monitor goes blank, which may include:</p> <ul style="list-style-type: none"> • Identify camera number and location • Inform maintenance to check and repair • Record fault in the Fault Record Book • Inform Supervisor and Management • Update the Occurrence Book and put up an Incident Report 		
3.2	Check and ensure that the recording device is working properly			
3.4	Detect and report blur, obscure or no images to the supervisor			
		Sub-Total Score	/ 1	

PC	Performance Criteria	Self-Evaluation Statement	Y (1)	N (0)
3.3	Identify and report subject, scene, action and time captured on CCTV in accordance to organisation SOP	<p>[Role Play 6]</p> <p>I am able to demonstrate the actions to be taken when it is observed on the CCTV monitor screen that a suspicious person is loitering at the Loading and Unloading Bay and subsequently seen to be pushing a trolley with some goods in a hurried manner, which may include:</p> <ul style="list-style-type: none"> • Continue to monitor the person's movements via the CCTV system and note his physical description • Dispatch two or more security officers to check on the person <p>I am able to demonstrate the follow-up actions to be taken if it is a confirmed case of theft, which may include:</p> <ul style="list-style-type: none"> • Call the Police • Inform Supervisor and Management • Update the Occurrence Book and put up an Incident Report • Label the CCTV recording for Police investigation and evidence • Handover the recording to Supervisor for safekeeping 		
3.5	Complete relevant documentation relating to the CCTV equipment			
		Sub-Total Score	/ 1	

UK	Underpinning Knowledge	Self-Evaluation Statement	Y (1)	N (0)
3.2	Types of CCTV equipment	[Oral Question 10] I am able to list the components of a complete CCTV system.		
3.3	Characteristics and limitation of the CCTV equipment	[Oral Question 11] I am able to list the characteristics and limitations of the CCTV equipment.		
		Sub-Total Score	/ 2	

- END -