

**SELF ASSESSMENT CHECKLIST
FOR CANDIDATE**

**COMPETENCY UNIT:
PROVIDE GUARD AND PATROL SERVICES
(SE-SO-103C-0)**

**ASSESSMENT-ONLY PATHWAY
CHALLENGE TEST**

Name: _____

ID No: _____

Contact No: _____

1. What is this document?

- 1.1 An individual who selects the Assessment Only Pathway (AOP) by Challenge Test to achieve a Statement of Attainment (SOA) must show his/her competency through the Challenge Test. The Challenge Test is a form of observations on the display of attitudes, skills and knowledge to verify that the individual is competent in a specific area of security work.
- 1.2 The individual who chooses this mode of assessment should have the relevant work experience and/or previous formal/informal training in that area of competency. He has to evaluate himself through a self-assessment checklist to ensure that he has the relevant attitudes, skills and knowledge to be able to successfully attempt the challenge test and be certified in that competency.
- 1.3 This document may help you to prepare for the Challenge Test on the competency unit: Provide Guard and Patrol Services (SE-SO-103C-0). It provides you with:
 - a) Information about the Challenge Test, and
 - b) Self Assessment Checklist to check your readiness to take the test.

2. What is the Challenge Test for Competency Unit: Provide Guard and Patrol Services (SE-SO-103C-0)?

- 2.1 The Challenge Test consists of 2 assessment methods:
 - a) Direct observation of the your performance
 - b) Oral questioning to assess underpinning knowledge.

3. What do you gain from taking the Challenge Test?

- 3.1 When you are able to show your attitudes, skills and knowledge in performing the required competency standard and when the assessor (person who tests the candidate) evaluates you as competent, you will be awarded a Statement of Attainment (SOA) for this competency unit **(SE-SO-103C-0)**.
- 3.2 The Statement of Attainment is nationally recognised and indicates your ability or competency in a particular area of security work.

4. How can you prepare yourself for the Challenge Test?

- 4.1 Use the Self Assessment Checklist to appraise your attitudes, skills and knowledge.

**COMPETENCY UNIT: PROVIDE GUARD AND PATROL SERVICES
 SE-SO-103C-0**

SELF ASSESSMENT CHECKLIST

Instruction for Completion of the Self Assessment Checklist

- a) For each performance criteria, please check if you have the attitudes, skills and knowledge (ASK) described.
- b) If you have the ASK, put a tick (✓) in the column, 'I have the ASK'.
- c) If you do not have the required ASK, write the areas you have to learn in the column, 'Details of ASK that I do not have yet'.

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 1: Prepare Work Activities			
1.1	Clarify work activities to be carried out based on given work instructions and organisational procedures		
1.2	Collect and sign out relevant security and communication equipments in the premises before patrol duty		
1.3	Ensure that my conduct, attire and personal protective equipment (where applicable) conform to the organisation's code of conduct		
1.4	Check and operate the following equipment to ensure that they are in working condition: <ul style="list-style-type: none"> • CCTV monitor • Video recorder • Fire alarm panel • Walkie talkies • Clocking device • Undercarriage mirror • Telephone • Key press • Access cards / security passes 		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
1.5	Check and update daily occurrences in the following books: <ul style="list-style-type: none"> • Occurrence book • Equipment book • Vehicle movement book • Key movement book • Contractor book • Visitor book 		
1.6	Take note of any outstanding issues from the various books and clarify with the outgoing officer		
1.7	Ensure that the work area is kept clean, neat and tidy		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 2: Guard Static Position			
2.1	Greet the visitors in a polite and courteous manner		
2.2	Enquire the purpose of their visit		
2.3	Verify the identity of the visitor using relevant identification documents		
2.4	Notify the appropriate person to ascertain that the visit is valid		
2.5	Issue the entry pass and remind visitor to display the pass at all times		
2.6	Direct visitor to location of the appropriate person or, if necessary, escort the visitor to the appropriate person's office		
2.7	Check to ensure only relevant tools, equipment or goods are brought into the building/company by the visitor		
2.8	Know the appropriate actions to take to prevent persons without authorisation from entering the building/company		
2.9	Report to my supervisor and record in the occurrence book when I see an employee or visitor infringe an instruction such as not wearing a pass, refusal to show pass or using a pass belonging to a another person		
2.10	Issue the correct keys and ensure that the authorised person acknowledged receiving the keys by signing in the key movement book		
2.11	Manually operate an electronic barrier when it is faulty		
2.12	Report to my supervisor and record in the occurrence book when I observe any irregularities in access control and related activities		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
2.13	Conduct regular checks on vehicle movements and goods within and outside building premises		
2.14	Know the procedures and actions to take when I come across letters and packages suspected to contain potential biological hazards, bomb, or Improvised Explosive Device (IED)		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 3: Handle Telephone Calls and Lost-and-Found Properties			
3.1	Answer telephone calls according to organisational procedures		
3.2	Answer all incoming telephone calls promptly, greet the caller courteously, and identify myself and my company		
3.3	Address the enquiries of the caller by asking how I may be able to help the caller		
3.4	Transfer telephone calls after requesting or checking for the correct extension or person		
3.5	Take note of any telephone messages in the absence of the staff and hand over the requested message when he is available		
3.6	Handle an emergency call calmly by taking down relevant information relating to the emergency call and assure the caller that help is on the way		
3.7	Refer all calls from the media to my supervisor		
3.8	Handle the lost-and-found property according to the organisational lost-and-found property procedure		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 4: Patrol Premises			
4.1	Draw the required equipment, perform function check of the equipment and sign them out from the equipment book		
4.2	Record in the occurrence book stating the date and time of the patrol		
4.3	Follow strictly to the patrol schedule and perform clocking at designated clocking points		
4.4	Check the equipment and facilities along the patrol route to ensure they are in good working condition		
4.5	Reporting to control room when I detect faulty equipment or facilities during the patrol, and record the fault in my pocketbook		
4.6	Inform my supervisor immediately of any security lapses and make an entry in the pocketbook		
4.7	Inform my supervisors when I come across any health, fire and safety hazards while on patrol, and cordon off the affected areas for safety reasons		
4.8	Know the procedures and actions to take when I encounter objects suspected to be biological hazards, bomb, or IED (Improvised Explosive Device) threats		
4.9	Make a record of my patrol duty		
4.10	Use the walkie talkie to report any faults to the control room		
4.11	Send and receive messages on the walkie-talkie during my patrol using appropriate communication terminology		
4.12	Prepare the necessary Incident Report and/or make the necessary entries/record in the relevant books and submit to the appropriate parties		

S/No	I have these Attitudes, Skills, Knowledge (ASK) to able to do the following activities	I have the ASK to do these tasks	Details of ASK that I do not have yet
Competency Element 5: Make Reports and Hand Over Duties			
5.1	Hand over duties to the incoming officer in accordance with the organisation procedures		
5.2	Sign in all drawn out equipments and brief the incoming officer of any faults or irregularities		
5.3	Report all security incidents clearly, legibly and without omission of essential facts in the occurrence book according to organisational procedures and in an approved format		