



**POLWEL Approved Assessment Organisation**

**Handle Security Incidents and Services – Assessment-Only Pathway (HSIS-AOP)**

**Assessment Readiness Self-Evaluation Checklist**

<b>Technical Skills Competency (TSC)</b>	Incident Response		
<b>TSC Level</b>	Level 1		
<b>Course Title</b>	Incident Response (Handle Security Incident and Services)		
<b>Name</b>			
<b>NRIC / FIN</b>			
<b>Contact Number</b>			
<b>Total Score</b>	/ 49	<b>Percentage</b>	

## Important Notes for Prospective AOP Candidate

1. Individual who chooses to achieve a Statement of Attainment (SOA) via AOP should have the relevant work experience and/or previous formal/informal training in that area of competency.

The purpose of the self-evaluation is to provide potential AOP candidates with an insight on the competency standards of the TSC Title and help them determine for themselves whether they possess the relevant skills set to clear the assessment.

2. Potential AOP candidate are required to undergo an Assessment Readiness Self-Evaluation and obtain a minimum score of 80% for the particular TSC Title that they are going to be assessed in.
3. The successful completion of this Self-Evaluation will not lead to a Statement of Attainment (SOA) to be issued by SkillsFuture Singapore (SSG) for this TSC Title.
4. It is important for the potential AOP candidate to be as realistic and honest as possible when completing the Assessment Readiness Self-Evaluation checklist to evaluate if he / she is able to meet the assessment requirements and the relevant 'Abilities' and 'Knowledge' of the TSC; failing which, it is likely to result in a 'Not Yet Competent' assessment outcome.

**I have read and understood the above important notes:**

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

## Assessment Method

The assessment will comprise of practical performance through Role Play and posing of Oral Questions to address the relevant Abilities (A) and Knowledge (K) required of the TSC.

Abilities	Description
A1	Handle crowd during incidents
A2	Inform relevant authorities about incidents
A3	Participant in the conduct of response drills in accordance with procedures
A4	Handle outbreak of fire in accordance with organisational procedures
A5	Take preventive action to minimise risk of injury to persons posed by damaged facilities or equipment
A6	Immediately deal with information received from complainant that criminal offence has been/is being committed in accordance with organisational procedures
A7	Handle incidents of alleged offences in accordance with organisational procedures
A8	Handle incident of specific bomb threats with location of suspicious item known in accordance with organisational procedures
A9	Respond and report incidents in accordance to the appropriate procedures
A10	Make preparations including reference to relevant documents, records of incidents and seek any clarifications or doubts from appropriate person

Knowledge	Description
K1	Operating environments
K2	Relevant legal and law institutional knowledge
K3	Organisational procedures for incident responses
K4	Principles of fire management
K5	Types of incident scenarios during events and security operations
K6	Types of Emergency Plans relevant to building evacuation
K7	Methods of incident notification
K8	Methods and procedures for handling crime-related incidents
K9	Types of relevant stakeholders

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 1]</b></p> <p>I am able to demonstrate the appropriate actions to be taken when I come across a worker with a broken right leg due to fall during my patrol.</p>		
<p>I am able to demonstrate the appropriate actions to be taken when I come across part of a ceiling is falling off / faulty hose reel during my patrol</p>		
<p><b>Sub-total</b></p>	<b>/2</b>	
Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 2]</b></p> <p>During patrol, I am able to demonstrate the actions to be taken when a lady hurriedly came to me and informed me that her office unit has been broken into.</p>		
<p>I am able to demonstrate the actions to be taken when the cordon tape and 'Danger Keep Out' has been given to me.</p>		
<p>I am able to demonstrate the actions to be taken when the Police arrive.</p>		
<p>I am able to demonstrate the actions to be taken when the Police has completed their investigation and left the scene.</p>		
<p><b>Sub-total</b></p>	<b>/4</b>	

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 3]</b></p> <p><b>I am able to demonstrate the use the fire extinguisher to fight a fire when I came across the wooden chair and wastepaper basket on fire during my patrol.</b></p>		
<p><b>During patrol, I am able to demonstrate the actions to be taken when I saw a big fire at 3<sup>rd</sup> floor of the building and there are 30 persons trapped on the 5<sup>th</sup> floor.</b></p>		
<p><b>I am able to demonstrate the actions to be taken after handling the big fire incident.</b></p>		
<p><b>In the Control Room, the security officer on patrol informed me that there was a big fire at the building and there are 30 persons trapped on the 5<sup>th</sup> floor. I am able to demonstrate the appropriate actions to be taken in this situation.</b></p>		
<p><b>I am able to make an evacuation announcement during a big fire</b></p>		
<p><b>I am able to demonstrate the actions to be taken as an evacuation warden upon instructed by my supervisor to do an evacuation of the persons trapped on the 5<sup>th</sup> floor.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when I am caught in the smoke-logged room when performing evacuation duties</b></p>		
<p><b>I am able to demonstrate the actions to be taken when I am waiting for the emergency vehicles at the driveway.</b></p>		
<p><b>Sub-total</b></p>	<b>/8</b>	

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 4]</b></p> <p><b>In the Control Room, I am able to demonstrate the actions to be taken when Zone 1 of the fire alarm panel is activated.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when I was informed by patrol officer that it was a false alarm and there was no fire at Zone 1.</b></p>		
<p><b>Sub-total</b></p>	<b>/2</b>	
Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 5]</b></p> <p><b>I am able to demonstrate the appropriate phone etiquette when answering a phone call in the Control Room.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when the caller said that he has planted a bomb at the building that I am securing.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when a caller to the Control Room said that he has planted a bomb at the building that I am securing and put down the phone, with the location of the bomb unknown.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when I came across a parcel that looks suspicious while waiting for the Police to arrive.</b></p>		
<p><b>I am able to demonstrate how to make an evacuation announcement and actions to be taken during the evacuation process</b></p>		
<p><b>Sub-total</b></p>	<b>/ 5</b>	

Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 6]</b></p> <p><b>During patrol at the factory premises, I am able to demonstrate the appropriate actions to be taken when I came across a man wearing a contractor outfit loitering outside the electrical sub-station.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when the man in contractor outfit started to take pictures of the electrical sub-station.</b></p>		
<p><b>I am able to demonstrate the actions to be taken when the man claimed that he was authorised to take photographs by the Facility Manager</b></p>		
<p><b>I am able to demonstrate the actions to be taken, upon verification that permission was granted to the man to take photographs</b></p>		
<p><b>I am able to demonstrate the actions to be taken, upon verification that permission was not granted to the man to take photographs</b></p>		
<p><b>Sub-total</b></p>	<b>/5</b>	
Self-Evaluation Statement	Y (1)	N (0)
<p><b>[Role Play 7]</b></p> <p><b>I am able to demonstrate the appropriate actions to be taken when preparing to attend Court proceedings.</b></p>		
<p><b>I am able to demonstrate proper court protocols when I am in the Court.</b></p>		
<p><b>I am able to demonstrate the actions to be taken if I am not sure of my evidence and I need to refer to my Pocket Book.</b></p>		
<p><b>Sub-total</b></p>	<b>/3</b>	



Self-Evaluation Statement	Y (1)	N (0)
<p>[Oral Question 1] I know the roles and responsibilities of a security officer.</p>		
<p>[Oral Question 2] I know the reason why it is important to being familiar with the layout of the building.</p>		
<p>[Oral Question 3] I am able to name the types of defects or damages in the building that I must report during my patrol.</p>		
<p>[Oral Question 4] I am able to state the reasons why I need to guard the suspect whom I have arrested.</p>		
<p>[Oral Question 5] I am able to list the arrestable and non-bailable offences under the Penal Code</p>		
<p>[Oral Question 6] I know how to make an arrest of a person who is suspected of committing an arrestable and non-bailable offence under the Penal code and the actions to be taken if he resists an arrest.</p>		
<p>[Oral Question 7] I am able to list example(s) of a criminal offence.</p>		
<p>[Oral Question 8] I know the locations where I can usually find fire extinguishers in a building.</p>		

<p><b>[Oral Question 9]</b></p> <p><b>I know the reason why it is important to know the location of fire- fighting equipment / 'break-glass' in a building.</b></p>		
<p><b>[Oral Question 10]</b></p> <p><b>I am able to name the five classes of fire.</b></p>		
<p><b>[Oral Question 11]</b></p> <p><b>I am able to describe the steps to treat a minor cut / minor burn / a sprain joint.</b></p>		
<p><b>[Oral Question 12]</b></p> <p><b>I know the numbers to call for emergency and non-emergency ambulance services.</b></p>		
<p><b>[Oral Question 13]</b></p> <p><b>I know how I should respond when a reporter asks you on the details of a bomb threat.</b></p>		
<p><b>[Oral Question 14]</b></p> <p><b>I am able to name the signs / indicators of a person who is conducting surveillance or gathering intelligence.</b></p>		
<p><b>[Oral Question 15]</b></p> <p><b>I am able to name the types of suspicious behaviours.</b></p>		
<p><b>[Oral Question 16]</b></p> <p><b>I am able to name the types of inappropriate attire worn by a person.</b></p>		
<p><b>[Oral Question 17]</b></p> <p><b>I am able to list the acts of terrorism that terrorists use to achieve their goals.</b></p>		

<p><b>[Oral Question 18]</b></p> <p><b>I know the consequences of using too much force during an arrest.</b></p>		
<p><b>[Oral Question 19]</b></p> <p><b>I am able to name the types of evidence.</b></p>		
<p><b>[Oral Question 20]</b></p> <p><b>I know the rule to be observed after leaving the Court.</b></p>		
<p><b>Sub-total</b></p>	<p><b>/ 20</b></p>	