

## SELF-ASSESSMENT GUIDE

Qualification	<b>SECURITY SERVICES NC II</b>	
Project:	<b>ENFORCE COMPANY SECURITY POLICIES</b>	
Unit of Competency Covered	<ul style="list-style-type: none"> <li>• <b>Establish Professionalism in the Workplace</b></li> <li>• <b>Monitor Activities Within Area of Responsibility</b></li> <li>• <b>Enforce Access Control and Identification Systems</b></li> <li>• <b>Secure Territorial Jurisdiction of the Company</b></li> <li>• <b>Enforce Emergency Response Procedures</b></li> <li>• <b>Prepare Security Reports</b></li> </ul>	
<b>Instruction:</b> <ol style="list-style-type: none"> <li>a. Read each of the questions in the left-hand column of the chart.</li> <li>b. Place a tick in the appropriate box opposite each question to indicate your answer.</li> </ol>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Follow the proper wearing of the head gear		
• Wear the prescribed uniform		
• Button all pockets		
• Wear the proper paraphernalia		
• Display company identification card		
• Check the operability of equipment		
• Execute the proper courtesy to clients		
• Monitor access of visitors, clients, employees, vehicles and telephone calls		
• Conduct roving inspection		
• Report untoward incidents and observations		
• Control access entry/exit		
• Check emergency alarm system		
• Check garbage disposal		
• Regulate access and identification system for pedestrians, visitors and clients		
• Regulate access and identification system for vehicles, deliveries, bodily search, luggage, baggage, bags and parcels		

• Regulate access and identification system for any company properties		
• Check incoming deliveries		
• Check pull out of properties		
• Patrol perimeter area		
• Check security barriers		
• Conduct ocular inspection of facilities/installation		
• Check persons/vehicles entering the company perimeter		
• Prevent access of intruders		
• Monitor scrap area		
• Gather security related information		
• Participate in emergency drills		
• Enforce emergency preparedness in cases of bank robbery, kidnaps for ransom, drug trafficking and other related crimes		
• Enforce bomb threat preventive measures		
• Enforce civil disturbance plan		
• Render assistance to injured victims		
• Implement evacuation procedures during emergencies		
• Determine style and form of report		
• Prepare report		
• Submit report to proper authorities		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>	<b>Date:</b>	