

**SELF ASSESSMENT CHECKLIST
FOR CANDIDATE**

**COMPETENCY UNIT:
SUPERVISE SECURITY OFFICERS
(SE-SO-301C-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 observation 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 will help you to prepare for the Challenge Test on the competency unit: Supervise Security Officers (SE-SO-301C-0). It provides you with:
 - a) Transformation 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: Supervise Security Officers?

- 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 the assessor (person who tests the candidate) evaluates you as competent, you will be awarded a Statement of Attainment (SOA) for this competency unit.
- 3.2 The Statement of Attainment is nationally recognised and indicates your ability or competency in a particular area 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: SUPERVISE SECURITY OFFICERS
 SE-SO-301C-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: Study Security Operations Procedures			
1.1	Retrieve and study security operations procedures relating to: <ul style="list-style-type: none"> • access control • key control • recording system • communication system • monitoring system • alarm system • emergency and evacuation procedures • client's security operations and missions 		
1.2	Record any relevant information for site inspection, which may include: <ul style="list-style-type: none"> • security operations procedures • personal schedules • copy of contract documentation • communication & reporting channels • equipment operation manuals 		

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1.3	Develop an inspection checklist which may include: <ul style="list-style-type: none"> • changes in site amenities & environment • access & key controls • recording, monitoring & alarm systems • emergency & situational evaluation procedures • manpower (skills & knowledge, personal grooming & attire and staff welfare) 		
1.4	Understand the legal liability in protecting the client's confidentiality and ensure safety, security and confidentiality of client's security operations in my work		

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: Supervise Direction Of Security Officers			
2.1	Schedule a fair and equitable security officers duty roster according to organisational requirements and security manpower availability		
2.2	Allocate guard duties and responsibilities fairly		
2.3	Conduct briefings to communicate with security officers on the following, which may include: <ul style="list-style-type: none"> • duties and responsibilities • work responsibilities • standards of performance • special instructions • organisational requirements • client requirements 		
2.4	Check the grooming and attire of all security officers and ensure proper turnout of the security officers under my charge		
2.5	Rectify problems encountered in the assignment of security officers, which may include: <ul style="list-style-type: none"> • reassign the duties of security officers • make amendments to the roster/schedule • inform the affected security officers beforehand • assign security officers to perform extra duties 		
2.6	Check the activity logs to ensure that the security officers' inputs are current and accurate, entries are tallied with incident reports and all entries are documented according to organisational procedures		

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2.7	Carry out regular checks to ensure that the security officers perform their assigned duties, such as: <ul style="list-style-type: none">• use of walkie-talkie to check their patrolling locations• use of CCTV to monitor their whereabouts• visit them at their duty posts		

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Competency Element 3: Supervise Control Of Security Officers			
3.1	Handle and resolve situations where security officers encounter difficulties in carrying out duties - such as handling difficult client/visitors, lack of resources, equipment or system failure, working relationship or personal issues		
3.2	Provide timely and appropriate feedback to security officers for their good work performance or in areas of weakness in their performance		
3.3	Maintain discipline in the security officers and take appropriate actions according to organisational performance standards when they are late for work, absent without leave or display poor work attitudes		
3.4	Coach and counsel security officers to help them meet work performance standards and either provide on-the-job training or assign senior security officers as their buddies		
3.5	Take appropriate actions to rectify technical problems such as faulty equipment or faulty vehicle barrier and resolve resource issues such as a lack of security manpower		
3.6	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 4: Supervise Emergency Situation			
4.1	Brief security officers on emergency organisational procedures to be adopted during emergency situations, which may include: <ul style="list-style-type: none"> • labour-related • fire-related • flood-related • accident-related • crime-related • incident-related • medical-related • bomb-related 		
4.2	Take immediate action to handle emergency situations as listed in 4.1 according to organisational procedures		
4.3	Co-ordinate with appropriate parties during an emergency incident which may include: <ul style="list-style-type: none"> • Clients • Police • SCDF • Security personnel 		
4.4	Direct, control, monitor and assist security officers in handling the emergency situations		
4.5	Seek assistance from appropriate persons or parties where problem are encountered in handling emergencies, such as : <ul style="list-style-type: none"> • Clients • Police • SCDF • Security personnel 		

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
4.6	Collate all security officers' oral or written reports and put up an accurate and concisely written incident report to the management, authorised client representatives and relevant affected parties such as the police, which may include: <ul style="list-style-type: none"> • summary of facts of incident • photographs • witness statement • outcome of investigation report • recommended actions to be taken 		
4.7	Review the emergency site plan regularly to ensure that the plan is kept up-to-date and valid		
4.8	Conduct periodic reviews on assigned sites to evaluate the emergency risks, by: <ul style="list-style-type: none"> • regular patrolling of premises • inspecting the condition of security equipment and systems 		
4.9	Ensure that my security duties are performed in accordance with organisational procedures, which may include: <ul style="list-style-type: none"> • handling emergencies • handling of public relation issues • investigation • reporting 		

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Competency Element 5: Supervise Health And Safety At Work			
5.1	Conduct regular reviews on health and safety requirements of the site, which may include: <ul style="list-style-type: none"> • no obstruction at emergency escape route and exit door • fire hazard items are not stored indiscriminately • fire hazard items must be properly disposed • availability of personal protective equipment to be put on during emergency (only where appropriate) 		
5.2	Monitor security officers' work performance to ensure that they comply with safety measures and that they put on personal protective equipment where required which may include: <ul style="list-style-type: none"> • approved head, eyes and ears protection • fire resistant uniform • safety boots 		
5.3	Check the basic electrical installation and equipment to ensure they are functional and comply with organisational procedures		
5.4	Review facilities, equipments, fittings and fixtures to ensure a safe workplace, which may include: <ul style="list-style-type: none"> • inform property manager of any faulty equipment, fittings and fixtures • call the servicing agent to fix date and time for servicing and maintenance of equipment • ensure items in first aid box are kept up-to-date • notify security officers of the impending date and time of servicing the system 		

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
5.5	Ensure that adequate welfare and first aid equipments have been provided for the security officers such as: <ul style="list-style-type: none"> • restroom facilities, • changing room facilities, • lockers to keep personal belongings, etc. 		