

SELF-ASSESSMENT GUIDE

Qualification	SECURITY SERVICES NC II	
Project:	ENFORCE COMPANY SECURITY POLICIES	
Unit of Competency Covered	<ul style="list-style-type: none"> • Establish Professionalism in the Workplace • Monitor Activities Within Area of Responsibility • Enforce Access Control and Identification Systems • Secure Territorial Jurisdiction of the Company • Enforce Emergency Response Procedures • Prepare Security Reports 	
Instruction: <ol style="list-style-type: none"> a. Read each of the questions in the left-hand column of the chart. b. Place a tick in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• 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.		
Candidate's signature:	Date:	