# SELF-ASSESSMENT GUIDE

<table>
<thead>
<tr>
<th>Qualification</th>
<th>SECURITY SERVICES NC II</th>
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<tbody>
<tr>
<td>Project:</td>
<td>ENFORCE COMPANY SECURITY POLICIES</td>
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| Unit of Competency Covered | - 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:**
- Read each of the questions in the left-hand column of the chart.
- Place a tick in the appropriate box opposite each question to indicate your answer.

**Can I?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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- 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, kidnap 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: |