## SELF-ASSESSMENT GUIDE

Qualification	SECURITY SERVICES NC II
Project:	ENFORCE COMPANY SECURITY POLICIES
Unit of Competency Covered	<ul> <li>Establish Professionalism in the Workplace</li> <li>Monitor Activities Within Area of Responsibility</li> <li>Enforce Access Control and Identification Systems</li> <li>Secure Territorial Jurisdiction of the Company</li> <li>Enforce Emergency Response Procedures</li> <li>Prepare Security Reports</li> </ul>

## Instruction:

- a.
- 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. b.

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 oth related crimes	er		
•	Enforce bomb threat preventive measures			
•	Enforce civil disturbance plan			
•	Render assistance to injured victims			
•	Implement evacuation procedures during emergencie	es		
•	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:				