

**SKILLS FRAMEWORK FOR SECURITY  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Information Management					
<b>TSC</b>	Media Storage Record Maintenance					
<b>TSC Description</b>	Record essential information identified to meet governance principles					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>SEC-IFM-2004-1.1</b>	<b>SEC-IFM-3004-1.1</b>	<b>SEC-IFM-4004-1.1</b>		
		Operate organisation's closed-circuit television system	Maintain organisation's closed-circuit television records	Review organisation's closed-circuit television records		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Types of closed-circuit television (CCTV) storage systems</li> <li>Basic operation of CCTV media storage systems</li> <li>Importance of maintaining a clean and tidy work environment</li> <li>Organisational procedures for using of tapes</li> <li>Methods of operating CCTV systems cleaning and maintenance in accordance to organisational procedures</li> <li>Persons authorised to have access to tapes and screen printouts containing potential evidence</li> <li>Cataloguing of CCTV storage systems</li> </ul>	<ul style="list-style-type: none"> <li>Types of closed-circuit television (CCTV) storage systems</li> <li>Organisational templates for documentation</li> <li>Methods of CCTV storage systems cleaning and maintenance</li> <li>Basic operation of CCTV media storage systems</li> <li>Preservation of CCTV storage systems</li> <li>Organisational procedures for CCTV storage systems</li> <li>Cataloguing of CCTV storage systems</li> <li>Importance of maintaining confidentiality of recorded information</li> <li>Importance of proper documentation</li> </ul>	<ul style="list-style-type: none"> <li>Types of suspicious incidents to be stored</li> <li>Organisational templates and procedures for documentation</li> <li>Basic operation of closed-circuit television (CCTV) media storage systems</li> <li>Preservation of CCTV storage systems</li> <li>Organisational procedures for CCTV storage systems</li> <li>Cataloguing of CCTV storage systems</li> <li>Importance of maintaining confidentiality of recorded information</li> <li>Importance of proper documentation</li> </ul>		
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Follow organisational procedures for using media storage systems</li> <li>Ensure a clean and tidy storage area</li> <li>Ensure tapes are systematic catalogued and properly stored.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out functional checks on media storage systems</li> <li>Ensure tapes are systematic catalogued and properly stored</li> <li>Ensure data in hard disks is archived in backup disks</li> </ul>	<ul style="list-style-type: none"> <li>Review recorded information which may contain potential evidence from recording systems and preserve the information following organisational procedures</li> <li>Ensure that media containing potential</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Ensure documents and records are systematic and neatly arranged</li> <li>• Follow organisational procedures for using media storage systems</li> <li>• Be aware of missing data files and take appropriate action following organisational procedures</li> <li>• Carry out media storage system maintenance to effectively minimise recorder downtime</li> <li>• Ensure that screen printouts of suspicious incidents and other confidential information are stored securely and made known only to authorised persons</li> <li>• Ensure tools and equipment for maintenance of video tape storage systems are available and in good working condition</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure documents and records are systematic and neatly arranged</li> <li>• Install new media components into media storage systems</li> <li>• Follow organisational procedures for using media storage systems</li> <li>• Maintain confidentiality of recorded information following organisational procedures</li> <li>• Preserve potential evidence</li> <li>• Complete required documentations legibly and in a timely manner</li> </ul>	<p>evidence is stored securely and made available only to authorised personnel</p> <ul style="list-style-type: none"> <li>• Review screen printouts of suspicious incidents and other confidential information</li> <li>• Evaluate required documentations</li> </ul>		
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