

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

TSC Category	Security Technology Management					
TSC	Access Control Management					
TSC Description	Manage access points of entry for different levels of authorised entries					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		SEC-TEM-2001-1.1	SEC-TEM-3001-1.1	SEC-TEM-4001-1.1		
		Apply appropriate procedures to operate access control equipment	Deploy access control equipment and supervise security personnel in access control	Plan, implement and review access control systems		
Knowledge		<ul style="list-style-type: none"> Organisational procedures for handling access control equipment during entry and exit of pedestrians and vehicles Types and usage of Automated Visitor Management System Types of Biometrics and automatic number plate recognition Role and responsibilities in operating the closed-circuit television equipment Types of incident reporting procedures Types and uses of access control equipment Characteristics and limitations of access control equipment List of prohibited and hazardous items and goods Types of documentation relating to access control equipment 	<ul style="list-style-type: none"> Organisational procedures for handling access control equipment Types and usage of Automated Visitor Management System Characteristics and limitations of different types of access control equipment Routine and pre-operational equipment checks Manufacturers' specifications relating to the operation and maintenance of access control equipment Types of documentation and records 	<ul style="list-style-type: none"> Organisational procedures for access control Types and uses of existing and emerging access control equipment Characteristics and limitations of access control equipment Different ways to identify a person's identity Levels of access control Variables affecting types of access control systems 		
Abilities		<ul style="list-style-type: none"> Operate access control equipment in accordance to organisation procedures Operate closed-circuit television equipment 	<ul style="list-style-type: none"> Deploy and activate access control equipment in accordance with organisation procedures 	<ul style="list-style-type: none"> Establish access control policies Determine access points for different levels of authorised entries 		

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		<p>according to organisation procedures</p> <ul style="list-style-type: none"> • Identify access points of entry for different levels of authorised entries • Report locations of unauthorised entries • Identify nature of unauthorised entries with the use of Automatic Visitor Management System and Access Control Systems • Enter particulars of authorised staff into access control systems • Activate key pads • Complete relevant documentation relating to access control operations • Carry out basic troubleshooting and report access control equipment faults to supervisors 	<ul style="list-style-type: none"> • Conduct briefings and site orientations of the access control equipment to security personnel • Verify and respond to security personnel's reports on unauthorised entries • Carry out routine checks on security personnel and equipment to ensure manning and serviceability levels for critical equipment • Report equipment faults or repair requirements to maintenance contractor and ensure remedial actions are taken • Prepare and maintain records and documentation • Recommend adjustments in deployment of access control equipment 	<ul style="list-style-type: none"> • Assign types of access control systems to be used • Determine configuration and settings of access control systems • Monitor project implementation of access control systems and ensure that site acceptance tests meet operational requirements • Read and interpret access control system audit reports • Detect and report security equipment fault • Review and access efficiency of current access control equipment • Research and recommend new access control equipment for deployment 		
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