

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

Version No.	Effective Date	Changes/Remarks	Author
1.0	01 Feb 2018	New	SDD
1.1	01 Jan 2020	Added in PL2 Knowledge: <ul style="list-style-type: none"><li>• Techniques of Visitor pattern analysis</li><li>• Types of Biometrics and automatic number plate recognition</li><li>• Role and responsibilities in operating the alarm monitoring equipment used</li></ul> Added in PL2 Ability: <ul style="list-style-type: none"><li>• Operate alarm monitoring equipment according to organisation procedures</li><li>• ...with the use of visitor pattern analysis</li></ul>	SDD

<b>TSC Category</b>	Security Technology Management					
<b>TSC</b>	Access Control Management					
<b>TSC Description</b>	Manage access points of entry for different levels of authorised entries					
<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-TEM-2001-1.1</b>	<b>SEC-TEM-3001-1.1</b>	<b>SEC-TEM-4001-1.1</b>		
		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		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Organisational procedures for handling access control equipment during entry and exit of pedestrians and vehicles</li> <li>• Techniques of Visitor pattern analysis</li> <li>• Types of Biometrics and automatic number plate recognition</li> <li>• Role and responsibilities in operating the alarm monitoring equipment</li> <li>• Role and responsibilities in operating the closed-circuit television equipment</li> <li>• Types of incident reporting procedures</li> <li>• Types and uses of access control equipment</li> <li>• Characteristics and limitations of access control equipment</li> <li>• List of prohibited and hazardous items and goods</li> <li>• Types of documentation relating to access control equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational procedures for handling access control equipment</li> <li>• Characteristics and limitations of different types of access control equipment</li> <li>• Routine and pre-operational equipment checks</li> <li>• Manufacturers' specifications relating to the operation and maintenance of access control equipment</li> <li>• Types of documentation and records</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational procedures for access control</li> <li>• Types and uses of existing and emerging access control equipment</li> <li>• Characteristics and limitations of access control equipment</li> <li>• Different ways to identify a person's identity</li> <li>• Levels of access control</li> <li>• Variables affecting types of access control systems</li> </ul>		
<b>Abilities</b>		<ul style="list-style-type: none"> <li>• Operate access control equipment in</li> </ul>	<ul style="list-style-type: none"> <li>• Deploy and activate access control</li> </ul>	<ul style="list-style-type: none"> <li>• Establish access control policies</li> </ul>		

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