Draft 0.1

This is our work-in-progress update to CPPSEC3041A Maintain and service security equipment and system: https://training.gov.au/Training/Details/CPPSEC3041A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Code and title changed
Elements and performance criteria redeveloped to simplify and better articulate unit structure – new element/PCs added for planning and organising work tasks
Required knowledge updated and rationalised to add specificity and relevance
Reinstatement of systems using Internet Protocol networking introduced to knowledge

Updates Feb 2019:
Privacy requirements included in knowledge evidence

Updates May 2019:
Minor updates to apply edits and incorporate feedback, eg to Australian Standards references, licensing statement, assessment conditions info, knowledge, implementation guide links etc

Post EE:
Minor edits
Foundation skills modified to clarify requirements

Unit of Competency CPPSEC3041 Conduct routine service of security equipment and systems

Application

This unit specifies the skills and knowledge required to conduct routine servicing to maintain a range of security equipment and systems. It includes identifying damage, obstructions or component wear, diagnosing common faults and making appropriate adjustments to ensure the correct operation of security equipment and systems. This work applies in extra low voltage environments as defined in Australian Standard *AS/NZS 2201.1:2007 Intruder alarm systems – Client's premises – Design, installation, commissioning and maintenance* (AS/NZS 2201).

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

Licensing, legislative or certification requirements apply to advising on, supplying, installing, maintaining, monitoring, repairing and servicing security equipment in some states and territories. For further information, check with the relevant regulatory authority.

Prerequisite Unit

None.

Elements and Performance Criteria

1. Prepare to service security equipment and systems.	1.1	Review work instructions to confirm client and site requirements and routine service timeframes.
	1.2	Review AS/NZS 2201 to understand regulatory requirements associated with servicing security equipment and systems and apply to work instructions.
	1.3	Confirm type of security equipment and system to be serviced in consultation with relevant persons.
	1.4	Review and follow workplace policies and procedures including work health and safety (WHS) when carrying out work tasks.
2. Plan and organise work tasks.	2.1	Plan and prioritise work tasks allowing sufficient time to meet work instructions.
	2.2	Select and organise required materials, tools and equipment including personal protective equipment and check for safe and correct operation.
	2.3	Arrange access to security equipment and system in consultation with relevant persons.
	2.4	Identify hazards in the work area and apply risk control measures.
3. Carry out routine service procedures on security equipment and	3.1	Use safe work practices when working with electronic equipment and cables according to WHS requirements.
	3.2	Access security equipment and system requiring servicing with minimal disruption to services and others in the work area.
	3.3	Inspect and check security equipment and system to identify damage,

system.		obstruction or component wear.
	3.4	Perform routine service procedures on security equipment and system following manufacturers' instructions.
	3.5	Conduct permitted repairs to ensure correct operation of security equipment and system following manufacturers' instructions.
	3.6	Identify complex fault or repair requirements and report to relevant persons for specialist attention.
4. Finalise routine service and complete documentation.	4.1	Reinstate security equipment and system and confirm correct operation and connections.
	4.2	Notify completion of work to relevant persons.
	4.3	Complete routine service documentation detailing service procedures, repairs undertaken and identified faults according to workplace and regulatory requirements.
	4.4	Check tools and equipment for faults, wear or damage and rectify or report problems.
	4.5	Restore work area to original condition and remove waste caused by routine service tasks.

Foundation skills

Candidates require:

- reading skills to interpret key requirements of:
  - plans and specifications when locating security equipment and systems requiring servicing
  - Australian standards and manufacturers' instructions
- numeracy skills to:
  - measure and calculate volumes, consumption and servicing requirements
  - read and interpret a multimeter.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3041A Maintain and service security equipment and system.

Links

Companion Volume Implementation Guide:
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

Assessment Requirements for CPPSEC3041 Conduct routine service of security equipment and systems

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting routine servicing of three different types of security equipment and systems, one of which must be an internet protocol (IP) networked installation.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when conducting routine servicing of security equipment and systems:
    - licensing requirements and limits of own authority
    - privacy requirements
    - reporting and documentation
    - requirements for complying with Australian Communications and Media Authority cabling rules
    - work health and safety
- application of *AS/NZS 2201.1:2007 Intruder alarm systems – Client's premises – Design, installation, commissioning and maintenance* (AS/NZS 2201) when servicing security equipment and systems
- cable identification, termination and connection procedures associated with repairing installed security equipment and systems
- documentation to be completed when conducting routine servicing of security equipment and systems to ensure compliance with licensing and warranty requirements
- maintenance schedule requirements for security equipment and systems
- methods for reinstating IP networked systems and equipment and ensuring they are properly secured
- routine service procedures for a range of security equipment and systems and repairs permitted within scope of own role, authority and competence
- security equipment calibration requirements
- techniques for recognising routine and complex faults in security equipment and systems
- tests to confirm security equipment and system functionality
- tools and equipment including personal protective equipment (PPE) used when routinely servicing security equipment and systems
- types, functions and features of a range of security equipment and systems:
    - access control systems
    - audible and visual warning devices
    - cameras and monitors
    - commercial and residential alarm systems
    - detection devices

    - electronic and mechanical fire safety and fire locking systems
    - electronic locks and locking systems
    - electronic readers
    - electronic screen equipment
    - intercoms and control panels
    - security doors and door controls
- types of earthing systems used in electrical installations
- typical hazards encountered when conducting routine servicing of security equipment and systems and the control measures for each:
    - confined spaces
    - electrical
    - hazardous materials and chemicals
    - hidden utilities
    - people in the work area
    - power tools
    - vermin.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- workplace policies and procedures, work instructions, documentation, security equipment and systems, PPE and tools required to achieve the performance evidence
- manufacturers' instructions for equipment to be serviced
- AS/NZS 2201.

Links

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