

ASTICT3

Contribute to the security of the premises



Overview

This standard is about ensuring that premises are secure.

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Performance criteria

Follow procedures for entering premises

You must be able to:

- P1 confirm the **location** of the site before entry
- P2 have the required **authorisation** to enter sites
- P3 have the required **means** to enter sites
- P4 enter the site through the correct **entry point** following approved procedures, including disabling **security systems** where these are installed
- P5 secure the premises against unauthorised access, if required

Follow procedures for leaving premises

You must be able to:

- P6 confirm that all potential **points of access** except for your exit point are secured as necessary to maintain the safety and security of the premises
- P7 make sure that the **utilities** at the premises are left in the required state;
- P8 set **security systems** where installed, as required
- P9 make sure your **exit point** is closed and secured
- P10 report to the relevant person any problems you have in securing premises
- P11 return the **means of entry** to their correct location

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Knowledge and understanding

You need to know and understand:

Follow procedures for entering premises

- K1 where you will get the details of sites and how to confirm their location when necessary
- K2 where to get the required authorisation to enter sites, and why authorisation is necessary
- K3 what means are required to enter the site, where to get them and how to use them correctly
- K4 how to operate security systems, particularly for entering and securing premises
- K5 what action to take if you are unable to gain access to premises
- K6 how to secure the premises against unauthorised access, if required and why this is important

Follow procedures for leaving premises

You need to know and understand:

- K7 where all the potential points of access are, how to secure them and why this is important
- K8 the required state for the utilities when you leave the premises and how to set them
- K9 how to set the security systems on site and why this is important
- K10 how to close and secure your exit point and why this is important
- K11 what action to take if you are unable to secure the premises, including setting security systems and why it is important to take this action
- K12 what action to take if you are unable to return the means of entry to the correct location and why it is important to take this action

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Additional Information

Scope/range

Follow procedures for entering premises

- 1 details of the **location** of sites: building name or number; room name or number; site map; entry requirements and procedures
- 2 **authorisation** from: client; site security team; supervisor or manager; own organisation
- 3 **means** to enter the site: keys; pass or I.D. cards; swipe cards; smart cards; proximity cards; pin codes; sign in books
- 4 **entry point**: doors; gates; barriers
- 5 **security systems**: building alarms; door entry systems

Follow procedures for leaving premises

- 6 potential **points of access**: doors; windows; vents; shutters
- 7 **utilities**: lighting; heating; water; air conditioning; ventilation
- 8 **state** of utilities: on; off; temperature setting; open; closed
- 9 **security systems**: building alarms; door entry systems
- 10 **exit point**: door; gate; barrier
- 11 **means of entry**: keys; pass or I.D. cards; swipe cards; smart cards; proximity cards; pin codes; sign in books

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Developed by	Asset Skills
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Originating organisation	Asset Skills
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Relevant occupations	Cleaning services; specialist cleaning;
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Suite	Specialist cleaning operations
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