

## ASTSRP2

Contribute to maintaining the security of individuals and property



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### Overview

This standard is about contributing to the maintenance of the security of yourself, colleagues, customers and property, covering both personal property and properties for sale. It includes identifying possible risks to security and applying appropriate security procedures at all times.

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### Performance criteria

#### Contribute to maintaining the security of people

*You must be able to:*

- P1 identify correctly the possible risks to security for yourself, colleagues and customers when in the office and when visiting properties and sites
- P2 identify and apply correctly and consistently relevant security procedures and guidelines for addressing risks to yourself, colleagues, customers and property
- P3 ensure that you provide clear and accurate information to relevant people regarding your travelling arrangements and schedules when visiting properties and sites
- P4 ensure that information is only disclosed to people who are entitled to receive it
- P5 monitor correctly the whereabouts of colleagues, in line with your organisation's requirements, and respond immediately and appropriately to any unexpected circumstances, absences or departures from agreed schedules
- P6 take appropriate and effective emergency action, where required

#### Contribute to maintaining the security of property

*You must be able to:*

- P7 identify correctly the possible security risks affecting property, including personal property and properties for sale
- P8 apply correctly and consistently relevant security procedures and guidelines for protecting both personal property and properties for sale
- P9 ensure that personal belongings, valuables and monies are secured in appropriate locations
- P10 ensure that keys and access codes for properties are secured in appropriate locations
- P11 report promptly and correctly any security equipment which is not functioning properly

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### Knowledge and understanding

*You need to know and understand:*

#### Contribute to maintaining the security of people

- K1 relevant legislation, guidelines and codes of practice relevant to maintaining the security of individuals and property within your area of operations, and their impact for your working activities
- K2 the principal types of risks to yourself, colleagues and customers within your working environment, and when visiting properties, both vacant and occupied, and development sites, and the actions and your organisation's procedures appropriate to minimizing these risks
- K3 the importance of monitoring the whereabouts of your colleagues and what constitutes unexpected circumstances, absences, or departures from agreed schedules, and the actions to take should these occur
- K4 the types of emergency which could occur and the procedures to follow in such circumstances

#### Contribute to maintaining the security of property

*You need to know and understand:*

- K5 the principal types of risk to your personal property, and the actions appropriate to minimising these risks
- K6 the principal types of risk to residential properties, including those relating to potential arson, damage, theft, unwanted occupancy and vandalism, and your organisation's procedures for addressing such risks
- K7 your organisation's procedures for the security and logging of keys and access codes for those properties which it manages
- K8 your organisation's procedures relating to the security of information, and which information could be sensitive, including who is entitled to different types of information

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**Relevant occupations** Retail and commercial enterprise; Service enterprises; Sales and Customer Services Occupations; Sales Related Occupations

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**Suite** Sale of Residential Property

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**Key words** Security; identify; procedures; accurate; monitor; action