
Overview

This NOS sets out the skills, knowledge and understanding for you to maintain both personal and company security in a cash processing environment.

This NOS is aimed at people working in cash processing.

Performance criteria

You must be able to:

Maintain personal security standards and requirements for cash processing activities at all times

1. respond to suspected or actual **security issues**, following approved guidelines and procedures
2. report accurate details of suspected or actual **security issues** without delay to appropriate people, using approved procedures
3. use items of personal safety equipment, in accordance with manufacturer's instructions, and without endangering yourself or others
4. comply with company procedures and guidelines for the protection, security and confidentiality of information and assets at all times
5. be alert to any signs of suspicious or unusual activity when travelling to and from your place of work and whilst at work, and respond without delay in line with approved guidelines and procedures

Maintain company security whilst cash processing activities are being carried out at all times

6. follow approved procedures and guidelines to maintain the security of your work environment, ensuring the security of its' notes, coin and valuables, and those items for which you are responsible, at all times
7. operate **access control systems** in line with manufacturer's instructions and company procedures
8. operate security equipment in line with manufacturer's instructions and company procedures
9. report faults, malfunctions or unacceptable performance in security equipment to appropriate people without delay
10. be alert to any signs of unusual or suspicious behaviour or activity of colleagues, suppliers and persons who are in the vicinity of your workplace which may compromise the security of the workplace, and respond without delay
11. take prompt, appropriate and approved action when **security**

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- issues** or concerns are suspected or identified
12. comply with company security and confidentiality procedures at all times

Knowledge and understanding

You need to know and understand:

Legal and company requirements

1. current relevant legislation, regulations, codes of practice and guidelines relating to cash processing
2. company security procedures relating to emergency evacuation plans
3. company procedures for dealing with suspected or actual **security issues** at your workplace and the action that you should take
4. company procedures for maintaining the security of notes, coin and valuables on site

Personal security standards and requirements

5. what you should do in the event of suspected or actual security issues, including Tiger kidnap and assault, and the reporting and escalation procedures for your company
6. the methods that criminals use to gather information that may compromise the safety and security of yourself and your colleagues
7. the importance of confidentiality and protection of information, and why you should not divulge work related issues outside the workplace
8. how to use items of personal safety equipment, without endangering yourself or others
9. how to recognise signs of unusual or suspicious activity in others, and what you should do when this is identified
10. the personal and commercial implications of suspected or actual **security issues**
11. the steps that you can take to protect your own and your family's safety

Company security

12. where **access control systems** and other security equipment is located and how to operate it safely

13. how and when to check that security equipment is functioning correctly, and the procedure to follow in the event of a malfunction
14. how to recognise signs of unusual or suspicious behaviour both inside and outside the workplace, and the action that you should take when it is identified
15. the entry and exit procedures for your workplace, and the limitations on access to secure areas within the workplace
16. company information security and asset protection procedures
17. your responsibilities for maintaining the security of the site and notes coin and valuables under your personal control
18. the escalation procedures within your company in the event of a breach or potential breach of security

Glossary

In these National Occupational Standards;

security issues: something that compromises, or has the potential to compromise the safety of yourself, or your colleagues or your family. This could be, for example, a Tiger kidnap threat, an attack on the centre, assault or threatened assault, conspiracy to steal value or information, or any unusual or suspicious behaviour.

access control systems: These are systems designed to ensure that only authorised persons are allowed access. Within the cash processing environment these systems can include personal transfer units, interlock systems and door readers.

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Maintain security standards and requirements in a cash processing environment



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