

Security Officer Level 1 to 2 Sign Off Requirements

1. Minimum 6 months experience at Level 1
2. Holds current COA
3. Completed New Zealand Certificate in Security (Foundation) Level 3
4. Holds Full Driver's License
5. Holds current certifications
6. Has an enhanced understanding of:
 - a. 5 Step process
 - b. Health and Safety requirements
 - c. Security procedures
 - d. Car Parking Policy, Procedures, and enforcement
 - e. Building control systems
 - f. Alarm response procedures
 - g. Incident Trailer and Equipment
7. Able to produce detailed and complete Incident Reports
8. Good work ethics

Security Officer: _____

Date Employment Commenced: _____

Assessor: _____

Date Assessment Started: _____

Date Assessment Completed: _____

Comments:

Level Achieved: **Yes** **No** (circle one)

Safety and Security Manager: _____

Position Number: _____

Request ID Number: _____

Service Request Number: _____

Date Processed: _____

Sign Off Requirements

Objectives	Objective Requirement / Achievement	Certified by	Achieved / Not achieved	Assessor Signature	Date
1. Experience	Minimum 6 months experience at Level 1	Assessor			
2. COA	<ul style="list-style-type: none"> NZ Certificate in Security (Foundation) Level 3 Current COA sighted 	External training provider Assessor			
3. Drivers Licence	Current NZTA full Licence sighted	Assessor			
4. Certifications	<ul style="list-style-type: none"> CIMS 3 First Aid Fire Extinguisher 	External training provider			
5. Health and Safety	<ul style="list-style-type: none"> Able to identify risks and hazards; notify and complete an Incident and Accident report Issuance of Appointments 	Assessor			
6. 5 Step Process	Able to demonstrate an enhanced understanding and application of the processes	Assessor			
7. Security procedures	Able to demonstrate an enhanced understanding and application of the processes	Assessor			
8. Car Parking policy and procedures	Able to demonstrate an enhanced understanding and application of the processes	Assessor			
9. Building Control systems	Able to demonstrate an enhanced understanding and application of the systems	Assessor			
10. Alarm types	Able to demonstrate an enhanced understanding and application of the processes	Assessor			
11. Incident Trailer	Able to demonstrate an enhanced understanding and use of the equipment	Assessor			
12. Incident Reports	Incident Reports are detailed and complete.	Assessor			
13. Work Ethic	Obtained an outstanding_in attendance, punctuality, appearance and attitude	Assessor	<ul style="list-style-type: none"> Attendance Yes / No Punctuality Yes / No Appearance Yes / No Attitude Yes / No 		