

Security Officer Level 2 to 3 Sign Off Requirements

1. Minimum 6 months experience at Level 2
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 greater 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. Demonstrates leadership and mentoring
9. Able to take a leading role in an event, incident, or emergency
10. 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 2	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 4 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 & Accident report Issuance of Appointments 	Assessor			
6. 5 Step Process	Able to demonstrate a greater understanding and application of the processes	Assessor			
7. Security procedures	Able to demonstrate a greater understanding and application of the processes	Assessor			
8. Car Parking policy and procedures	Able to demonstrate a greater understanding and application of the processes	Assessor			
9. Building Control systems	Able to demonstrate a greater understanding and application of the processes	Assessor			
10. Alarm Types	Able to demonstrate a greater understanding and application of the processes	Assessor			
11. Incident Trailer	Able to demonstrate a greater understanding and use of the equipment	Assessor			
12. Incident Reports	Incident Reports are detailed and complete.	Assessor			
13. Leadership & Mentoring	Demonstrates leadership and mentoring attributes	Assessor			
14. Events, Incidents and Emergencies	Able to take a leading role in an event, incident or emergency; correct processes are followed; and escalations are undertaken	Assessor			
15. 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 		