PEOPLE				
S/n	**Criteria**	**Evidence**	**Scoring**	
1.	Is the Security Officer present and alert at the duty post?	Assessment of security officer at sites before the commencement of checks by the assessors. Assessors will surface to PLRD for follow up action if Security Officer is found absent without a valid reason.	**Max pts = 4**	
			Present and alert.	4
			Present but not alert.	2
			Not present.	0
			SA without deployment sites.	NA
2.	Did the Security Officer perform adequate check on Assessors posing as visitors? Assessors will pose as visitors attempting to access the premises (only applicable for Security Officer on guard/access control duties).	Adequate check was carried out by the Security Officer. What is adequate must commensurate with the sensitivity of the deployment site in question.	**Max pts = 4**	
			Adequate check.	4
			Inadequate/No checks.	0
			No check is required at the deployment site or SA without deployment sites.	NA
3.	Is the turnout and bearing of the Security Officer neat and proper? The Security Officer should be in proper issued uniform with proper footwear (No slippers/sandals/crocs/barefooted).	Turnout and bearing of the Security Officer at site. Security Officer found with dirty and untidy uniform or with uncovered shoes are deemed as unsatisfactory. Assessors will surface unsatisfactory turnout and bearing to PLRD for follow up action.	**Max pts = 2**	
			Satisfactory turnout and bearing.	2
			Unsatisfactory turnout and bearing.	0

4.	Is the Security Officer aware of the provisions in the Code of Conduct (CoC) under the Private Security Industry Act?	Security Officer is to name the provisions under para 3 of the CoC [under the PSI (Conduct) Regulations]. Assessors will list down the provisions named by the Security Officer.	**Max pts = 4**	
			Able to name all the CoC provisions.	4
			Able to name 3 to 5 of the provisions.	2
			Able to name 2 or fewer provisions.	0
5.	Is the Security Officer aware of where the relevant SOPs are kept at the deployment site? - Bomb Threat - Fire Emergency - Suspicious Person, Vehicles or Activities	The Security Officer is to produce and show the relevant SOPs.	**Max pts = 3**	
			Each relevant SOP shown to the assessors.	1

		Is the Security Officer able to articulate the key procedures without relying on any SOP given any specific scenario? The security officers may refer to other staff aid.	Security Officer is able to articulate the key components without relying on any SOP. Assessors to pose questions based on the relevant SOPs: Bomb Threat components: - Checklist for gathering of more information about the threat - Search to confirm presence of bomb - Calling the Police if a bomb or a suspicious item is found - Evacuation procedures Fire Emergency components: - Procedure to confirm presence of fire - Calling 995 - Activation of fire alarm to warn others - Procedure to fight the fire - Procedure for evacuation Suspicious Person, Vehicles or Activities components: - Assessment of whether there is a real threat (e.g. presence of bomb) - Recording the description of the suspicious person or vehicle - Calling Management/999 to report	**Max pts = 12** For each component articulated by the Security Officer.	
6.					1

7.	Can the Security Officer demonstrate his ability to execute the SOPs on Bomb Threat, Fire Emergency, and Suspicious Person, Vehicles or Activities? The Security Officer may refer to the relevant SOPs.	Security Officer has to demonstrate the ability to execute the SOP by answering questions posed by the assessors. Three scenarios will be covered: (i) Bomb Threat; (ii) Fire Emergency; and (iii) Suspicious Person, Vehicles or Activities. The assessors will be given 3 scenarios by PLRD. The assessors will read out relevant parts of the scenarios to the Security Officer and ask a set of questions.	**Max pts = 12**	
			Security Officer is able to demonstrate ability to execute the SOP on Bomb Threat.	4
			Security Officer is able to demonstrate ability to execute the SOP on Fire Emergency.	4
			Security Officer is able to demonstrate ability to execute the SOP on Suspicious Person, Vehicle or Activities.	4
8.	Did the Security Officer comply with the patrol requirement (if any) at the deployment site? If patrol is not required for that deployment site, SA shall furnish documented evidence to the assessors for verification.	Evidence that the patrol requirements were complied with, including the following: - Number of patrol rounds to perform each shift - Patrol route to be taken - Specific locations to be checked The assessors will verify against CCTV recordings and/or the occurrence book.	**Max pts = 4**	
			There is evidence that the patrol requirements were fully complied with. The assessor will verify through CCTV recordings where possible. If this is not available, then the assessor will check the entries in the occurrence book.	4
			No evidence of patrol or patrol conducted not according with the requirements.	0
			Patrol is not required at the site.	NA

9.	Is the supervisor familiar with deployment plan of the SA? The supervisor may refer to any available information at site.	The supervisor must show that he knows the following: - The number of sites his SA is guarding - The locations of all the sites - The number of Security Officers deployed at each site - The names of Security Officers deployed at each site The assessors will randomly pick <u>2 sites</u> for verification by calling the sites and verifying the information provided by the supervisor.	**Max pts = 8**	
			For each site where the number and names of Security Officers deployed are verified to be correct.	4