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|  | **Practical Assessment Record** |

**Principles and Practices of Working as a CCTV Operator within the Private Security Industry**

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| **Centre Name** |  | **Centre Number** |  |
| **Date of Assessment** |  | **Venue** |  |
| **Assessor’s Name** |  | **Candidate’s Name** |  |

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| **Criterion**  **Number** | **Criterion Description** | **Examples** | **Comments** |
| **8.1** | Demonstrate functional checks on control room equipment | Functional checks on CCTV control room equipment:   * Cameras * Control equipment (keyboard/joystick) * Monitors * Recording equipment * Computer * Workstation   Produce a completed fault log, (include in folder)  Communicate using a range of devices |  |
| **8.2** | Demonstrate how to use surveillance equipment | Use CCTV control room equipment including the use of:   * Controllers * Recording devices * Monitors * Video Management Systems (VMS) * Use of Pan, Tilt, Zoom (PTZ) * BWC (body worn camera) as applicable * UAV (drone) as applicable * Overcome problems caused by weather |  |
| **8.3** | Demonstrate surveillance techniques | * Prioritise during multiple incidents   Detect and track/follow suspect on foot or in a vehicle   * Locate, track * Secure evidence and images * Use of Pan, Tilt, Zoom (PTZ)   Lost contract drill and searching:   * Last location check * Use of multiple cameras * Methodical and systematic searching * Use of Pan, Tilt, Zoom (PTZ) to conduct zoom in/out 360 degree checks |  |
| **8.4** | Demonstrate effective use of communication devices | Use different communication methods to pass and receive information  Give clear and accurate descriptions of people, vehicles and events:   * Suspicious activity * Description of individual persons * A group * A vehicle * An incident * Provide location and directions   Individual:   * Gender * Age * Build/weight * Height * Clothing * Distinguishing features * Ethnicity, hair, etc.   Type of incident:   * Location * Who/what is involved * Describe event as unfolds * Complete relevant documentation |  |
| **8.5** | Obtain evidential image | Produce images of quality/size that could be used as evidence:   * Identification 100% * Recognition 50% * Observation 25% * Detection 10% * Vehicles 50% |  |
| **9.1** | Produce documents required for the audit trail | * Copy of rough notes taken during the incident * Incident report * Copy of recorded images (practical assessment) * Print log * Evidence labels * Evidence review log * Evidence handover document * Fault log (as 8.1) * Statement detailing actions |  |

**Assessor**: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IQA**: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_