

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Management of the Environment of a Property

Title	Carry out guarding, inspection and operational works
Code	110410L2
Range	General security works in property management, applicable to frontline security staff in carrying out guarding, inspection and operational works according to standing orders
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Know guarding and surveillance works</p> <ul style="list-style-type: none"> • Know guarding and surveillance work content and steps in property management • Know the security system, usage and coverage in property management • Know the legal liability of security personnel under relevant ordinances <p>2. Make use of security system and equipment</p> <ul style="list-style-type: none"> • Be able to use the general security system and equipment, pay attention to the surveillance system, prevent and detect crimes • Be able to make use of the security systems and equipment in the property to respond immediately to any sudden incident or crime in accordance with established working procedures <p>3. Carry out guarding practices</p> <ul style="list-style-type: none"> • Be able to control access of the property in accordance with established guidelines • Be able to patrol and detect independently to prevent crime according to established work procedures • Be able to properly record and report on the cases and events of the property • Be able to follow up and explain the unfinished work during on and off work according to the situation • Be able to handle the duties of the post independently according to the instructions of the superior, and assist in following up on emergency or criminal incidents according to established procedures • Be able to maintain personal and professional ethics at all times during the performance of duties
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to know the content and steps of guarding works in property management, know the security system, use and scope of surveillance of the property, and know the legal liability of security personnel under the relevant ordinances; • Be able to make proper use of the general security systems and equipment of the property to prevent and detect crime and respond to emergency in a timely manner; and • Be able to correctly and lawfully perform security and guarding duties in property management according to the instructions of superiors, and referring to practical experience, related security and legal knowledge.
Remark	