

**Specification of Competency Standards**  
**for the Security Services Industry**  
**Unit of Competency**

Functional Area - Security Management

Title	Manage safety and security of staff on business travels
Code	107638L4
Description	This unit of competency applies to security personnel at managerial level responsible for managing security services of an organisation. It covers the abilities to establish a program to manage safety and security of staff on business travels in order to meet the needs and objectives of the organization.
Level	4
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about safety and security of staff on business travels:</p> <ul style="list-style-type: none"> <li>• Understand the mission, objectives and operations of the organisation</li> <li>• Understand the security strategy</li> <li>• Understand the security management plan</li> <li>• Understand the organisation's common law duty of care and obligations relevant to safety and security of staff on business travels under the following legislations: <ul style="list-style-type: none"> <li>○ Employment Ordinance, Cap 57</li> <li>○ Employees' Compensation Ordinance, Cap 282</li> <li>○ Occupational Safety and Health Ordinance, Cap 509</li> </ul> </li> <li>• Understand the organisation's insurance arrangements for its staff on business travels and for casualty evacuation</li> <li>• Understand the organisation's tracking system of staff on business travels</li> <li>• Be proficient in best practices for monitoring international security threats and risks</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Manage safety and security of staff on business travels Be able to:</p> <ul style="list-style-type: none"> <li>• Formulate adequate policies to manage safety and security of staff on business travels, which should include but are not limited to: <ul style="list-style-type: none"> <li>○ Preventing staff of certain executive/critical positions to travel together by the same means of transportation and/or away from their home base at the same time</li> <li>○ Preventing staff from travelling into areas exposed to high security risk, e.g. <ul style="list-style-type: none"> <li>▪ Catastrophic natural disasters</li> <li>▪ Terrorist attacks</li> <li>▪ Coup and military operations, etc.</li> </ul> </li> <li>○ Means and ways of tracking staff on business travels</li> <li>○ Means and ways of emergency communications with staff on business travels</li> </ul> </li> <li>• Establish protocols with responsible party (e.g. Human Resources) regarding rescue and evacuation of staff on business travels according to relevant policies and guidelines of the organisation</li> <li>• Establish a travel warning system to provide travel advisories to staff about safety and security precautions and how to get assistance when needed</li> <li>• Track staff on business travels through the organisation's tracking system</li> <li>• Monitor international security threats and risks through the security risk profiling and analysis program</li> <li>• Provide timely travel advisories to staff before their business trips and keep them informed of changing situations</li> </ul>

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	<ul style="list-style-type: none"> <li>• Track and confirm safety and security of staff on business travels in areas where the security high risk suddenly heightened</li> <li>• Provide status reports to senior management, Human Resources and relevant stakeholders</li> <li>• Determine whether rescue and evacuation of the staff at risk are necessary in consultation with responsible parties and those familiar with the organisation's insurance policies and with the authority for budget approvals</li> <li>• Develop action plans based on management decisions, consulting and working closely with relevant government agencies where appropriate</li> <li>• Execute the plans and follow through with the actions until the matter is resolved</li> <li>• Conduct post-incident reviews for continuous improvement of the effectiveness and efficiency of the program and its operations</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Establish a program to manage safety and security of staff on business travels that meets the needs and objectives of the organisation;</li> <li>• Ensure that the program is effective and efficient and achieves the desired outcomes; and</li> <li>• Ensure that post-incident reviews are carried out for continuous improvement.</li> </ul>
Remark	