

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

Functional Area - Security Management

Title	Manage safety and security of classified records and documents
Code	107649L3
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing security services of an organisation. It covers the abilities to establish a program to manage the safety and security of classified records and documents in order to meet the needs and objectives of the organization.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about classified records and documents:</p> <ul style="list-style-type: none"> • Understand the mission, objectives and operations of the organisation • Understand the security strategy • Understand the security management plan • Understand requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong • Understand the organisation's information security policies and guidelines • Be proficient in the organisation's policies and guidelines relevant to information classification and the storage, transportation and destruction of documents or electronic or other devices containing classified information • Be proficient in safety and security standards of storage facilities for documents or electronic or other devices containing classified information • Be proficient in best practices for transportation and/or destruction of documents or electronic or other devices containing classified information • Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately record information and activities <p>2. Manage the safety and security of classified records and documents</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Formulate adequate policies and guidelines to manage safety and security of documents and electronic or other devices containing classified information, which should include but are not limited to: <ul style="list-style-type: none"> ○ Clean desk policy ○ Policy regarding the security measures for transportation ○ Policy regarding the security measures for destruction ○ Security standards of storage facilities ○ Security standards of facilities and equipment for destruction • Monitor adherence to the policies and standards through: <ul style="list-style-type: none"> ○ Procurement standards and controls ○ Guarding patrols ○ Security reviews and site security surveys • Ensure that relevant policies and standards are specified in service level agreements with providers of outsourced services • Carry out regular reviews and inspections to ensure that the policies and standards are adhered to • Ensure that gaps and failures identified are followed through until properly resolved • Conduct periodic reviews of the policies and standards to ensure that they are relevant and effective

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Formulate policies and guidelines to manage safety and security of documents and electronic or other devices containing classified information;• Ensure that the policies and guidelines are followed and achieve the desired outcomes; and• Conduct periodic reviews of the policies and guidelines for continuous improvement.
Remark	