

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

Functional Area - Physical Security & Technological Support

Title	Formulate the physical security policy of an organisation
Code	107653L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing security operations of an organisation. It covers the abilities to formulate the physical security policy of the organization.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about physical security:</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 requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong</li> <li>• Understand the organisation's common law duty of care and obligations in providing safe and secure environments in the following legislations: <ul style="list-style-type: none"> <li>○ The Occupational Safety and Health Ordinance, Cap 509</li> <li>○ The Occupiers Liability Ordinance, Cap 314</li> </ul> </li> <li>• Be proficient in the minimum physical security standards</li> <li>• Be proficient in the security measures of the physical environments</li> <li>• Be proficient in the security policies, procedures and guidelines</li> <li>• Be proficient in the knowledge and techniques for maintaining a safe and secure environment</li> <li>• Be proficient in the organisation's policies, procedures and guidelines in respect of workplace monitoring and personal data privacy</li> <li>• Possess the skills for conducting site security reviews and surveys</li> <li>• Possess the skills for resource planning and budgeting</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. Formulate the physical security policy of an organisation</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Assess security threat and risk against the organisation, its business operations and premises</li> <li>• Determine the scope of service of physical security, which may include: <ul style="list-style-type: none"> <li>○ Maintaining the physical security of the organisation's sites at a desired level based on the outcome of security risk assessment</li> <li>○ Deploying physical security barriers and facilities to achieve the desired level of security</li> <li>○ Deploying electronic security systems and supporting infrastructure to achieve the desired level of security</li> <li>○ Ensuring seamless integration of systems and associated facilities with guarding services to achieve the desired level of security</li> </ul> </li> <li>• Determine whether day-to-day management of physical security of some or all of its premises should be centrally managed or outsourced or decentralised</li> <li>• Define in the policy:</li> </ul>

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

Functional Area - Physical Security & Technological Support

	<ul style="list-style-type: none"> <li>○ The desired level of security for the organisation's premises based on the outcome of security risk assessment</li> <li>○ Roles and responsibilities of physical security, guarding services, business line management and facilities management/property services in determining and achieving the desired level of security and ongoing management of physical security</li> <li>○ Organisation and reporting structure of physical security</li> <li>○ Performance pledge of physical security, such as scope of service, turnaround time to requests and issues, and service quality</li> <li>○ Deployment of manpower and resources for physical security operations</li> <li>○ Authority of physical security: <ul style="list-style-type: none"> <li>▪ To design physical security of a premises</li> <li>▪ To manage projects of installation and associated budget approval</li> <li>▪ To maintain premises at the desired level of physical security</li> <li>▪ To outsource and/or engage external parties</li> </ul> </li> <li>● Document the policy in the required format and style</li> <li>● Obtain the endorsement of senior management and other stakeholders</li> <li>● Publish the endorsed policy</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Formulate a physical security policy to define the desired level of security and management of physical security of the organisation's premises; and</li> <li>● Contribute to the safe and secure environment for the organisation's business operations</li> </ul>
Remark	