

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

Functional Area - Physical Security & Technological Support

Title	Deploy access control systems
Code	107662L4
Description	This unit of competency applies to security personnel at managerial level responsible for planning and design of physical security of an organisation. It covers the abilities to deploy access control systems to achieve the desired level of physical security at the premises.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about deploying access control systems:</p> <ul style="list-style-type: none"> • Understand the physical security design plan of the premises • Understand the physical environment of the premises • Understand the functions of access control systems, which are: <ul style="list-style-type: none"> ○ To manage and control people getting through protected areas; and ○ To keep a record of who went where and when • Understand the configuration and functions of various components of access control systems • Understand the design of doors and locks on the effective operation of access control systems • Understand international security standards defining safeguards against failure, configuration, installation, transmission and termination of access control systems • Understand the organisation's policies, procedures and guidelines in respect of workplace monitoring and personal data privacy • Understand laws and regulations relevant to the operation of access control systems in Hong Kong, including: <ul style="list-style-type: none"> ○ The Personal Data (Privacy) Ordinance, Cap 486 ○ The Occupational Safety and Health Regulation, Cap 509A, requiring exit doors to be kept easily opened from inside the workplace or unlocked for fire safety. <p>2. Deploy access control systems</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify critical business functions and assets at the premises • Determine the size of the systems based on: <ul style="list-style-type: none"> ○ The number of doors to be controlled ○ The number of people using the doors ○ The number of sensors to be monitored ○ Potential future growth • Deploy access control systems, ensuring that <ul style="list-style-type: none"> ○ Controllers and devices are deployed to: <ul style="list-style-type: none"> ▪ Admit or reject an entry to a protected area ▪ Raise an alarm if an unauthorised entry or exit attempt is made ▪ Raise an alarm when a forced entry is detected ▪ Keep a permanent transaction record of each entry and/or exit ○ The configuration, transmission, termination, recordings and display of the access control systems meet the needs and the desired level of physical security at the premises ○ The layout and perimeter lines as well as doors and locks support the effective operation of the access control systems ○ Building infrastructure necessary for the effective operation of the access control systems are considered in the design and specifications

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	<ul style="list-style-type: none"> ○ Integration with CCTV systems and fire alarm systems where possible • Document the deployment, configuration, transmission, termination, recordings and display of the access control systems • Obtain the approval of senior management and other stakeholders of the design and budget allocation • Oversee the purchase and installation of the access control systems • Ensure that all legal and regulatory requirements in respect of the operations of the access control systems are complied with • sDevelop procedures and guidelines about the operations of the access control systems • Train staff about how to operate the access control systems • Monitor performance for continuous improvement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Deploy access control systems to meet the needs and achieve the desired level of security of the premises; • Ensure that the configuration and operation of the access control systems comply with relevant laws and regulations; and • Ensure that the access control systems are operated properly and monitored for continuous improvement.
Remark	