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

Functional Area - Physical Security & Technological Support

Title	Develop procedures and guidelines for the effective operation of physical security
Code	107664L4
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 develop procedures and guidelines to support the effective operations of physical security at the premises.
Level	4
Credit	3

Competency	Performance Requirements
	1. Knowledge about physical security operations of a premises:
	
	• Understand the organisation's physical security policy
	• Understand the functions and roles and responsibilities of physical security at the premises
	• Understand the objectives of physical security, which are:
	    o To deter potential attacks/intrusions
	    o To detect an attack/intrusion when it happens
	    o To delay the intrusion and escape of the attacker(s)/intruder(s)
	    o To respond timely to intercept the attacker(s)/intruder(s)
	• Be familiar with the physical environment, building infrastructure, facilities and systems and equipment as well as manpower relevant to physical security
	• Be familiar with best practices about physical security operations
	• Be familiar with the organisation's common law duty of care and obligations to provide safe and secure environments under the following legislations:
	    o Security & Guarding Services Ordinance, Cap 460
	    o Occupational Safety and Health Ordinance, Cap 409
	    o The Occupiers Liability Ordinance, Cap 314
	• Be familiar with the organisation's policies, procedures and guidelines relevant to workplace monitoring and personal data privacy
	• Possess the people skills and communication skills to deal with others
	• Possess the literacy skills to clearly and accurately record information and activities
	2. Develop procedures and guidelines for the effective operation of physical security
	
	    Be able to:
	• Identify operations requiring procedures and guidelines
	• Identify the roles involved in ensuring the effective operations of physical security, which should include but not limited to:
	    o Operating the facilities, systems and equipment
	    o Monitoring the facilities, systems and equipment
	    o Maintaining the facilities, systems and equipment in good working condition
	    o Responding to signals and alarms generated by the facilities, systems and equipment
	    o Determining actions in respect to incidents and events, making use of the facilities, systems and equipment
	• Develop the procedures and guidelines for each role of the identified operations:
	    o Determine the objectives of the operation and the role
	    o Determine the requirements of relevant laws and regulations
	    o Determine service level agreement where relevant
	    o Determine performance standards and service quality
	    o Determine systems involved and how to operate them

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	○ Determine occupational safety and health issues ○ Determine dependencies with other roles of the same operation or with other operations ○ Determine step-by-step actions to perform the specific role ○ Determine contingencies ○ Determine management reporting requirements ○ Determine requirements for record-keeping - Document the procedures and guidelines in the prescribed format and style as required by the organisation - Consult with relevant parties to ensure their completeness and effectiveness - Obtain the endorsement of management and relevant stakeholders - Publish the endorsed procedures and guidelines according to the organisation's laid-down policies and guidelines - Train staff to ensure compliance with the procedures and guidelines - Carry out periodic reviews to ensure the relevance and effectiveness of the procedures and guidelines
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: - Develop procedures and guidelines that will support the efficient and effective operations of physical security; - Ensure that the procedures and guidelines meet legal and regulatory requirements as well as the expected service standards and quality; and - Ensure that the procedures and guidelines will be complied with and continuously improved.
Remark	