Functional Area - Physical Security & Technological Support

Title	Manage the installation of physical security of a premises according to design
Code	107671L4
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 manage the installation of physical security of a premises according to the design plan as well as within the approved budget and timeline.
Level	4
Credit	3

Competency	Performance Requirements
	1. Knowledge about installation of physical security according to design:
	
	• Understand the approved design plan as well as the budget and timeline
	• Understand the roles and responsibilities of facilities management/property services and the physical security team in an installation project
	• Be familiar with the physical environment
	• Be familiar with the building infrastructure
	• Be familiar with the physical security measures to be deployed
	• Be familiar with the security control operations at the premises and the sites and electronic security systems to be monitored by the security control
	• Be familiar with the legal and regulatory requirements regarding safety and security of the workplace in Hong Kong
	• Possess the skills and techniques for project management
	• 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
	2. Manage the installation of physical security of a premises according to design
	
	  Be able to:
	• Develop a project plan to manage the installation of physical security and procurement of the necessary facilities, systems and equipment
	• Specify the functional, technical and operational requirements
	• Specify the scope of work, timeline and budget for installation which should be led by facilities management/property services
	• Specify the scope of work, timeline and budget for procurement of security facilities, systems and equipment which should be led by the physical security team
	• Obtain management approval for the project plan, scope of work, timeline and budget as well as authority for procurement and budget approvals
	• Manage the process for procurement of security facilities, systems and equipment according to laid-down policies and guidelines of the organisation
	• Manage the process for installation of security facilities, systems and equipment:
	   o Coordinate with facilities management/property services regarding installation work for the physical environment and building infrastructure
	   o Oversee design, installation and change control about the security facilities, systems and equipment
	   o Oversee testing and commissioning of the security facilities, systems and equipment
	• Coordinate the development of procedures and guidelines for operating the security facilities, systems and equipment

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	• Provide regular updates to management and other stakeholders until the project is complete
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Manage the procurement and installation of security facilities, systems and equipment within the approved budget and timeline; and • Provide a physical environment with systems and facilities that facilitate the operation of physical security operations in an effective and efficient manner
Remark	Revised on Dec 2018