

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

Functional Area - Physical Security & Technological Support

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| Title               | Prepare and conduct the hand over a newly installed security system to the client  |
| Code                | 107686L3   |
| Description         | This unit of competency applies to security personnel at supervisory level and above responsible for providing services associated with the design, installation, repair and/or maintenance of security systems and devices of a company holding a Type III security company license in Hong Kong. It covers the abilities to properly hand over a newly installed security system to the client.  |
| Level               | 3  |
| Credit              | 2  |
| Competency          | <p>Performance Requirements</p> <p>1. Knowledge about handing over a newly installed security system to the client</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Understand the requirements of the Security and Guarding Service Ordinance (Cap 460) for security personnel engaged in the design, installation, repair and/or maintenance of security systems and devices to hold a valid Category D Security Personnel Permit</li> <li>• Understand the requirements under the Electricity (Registration) Regulations (Cap 406D) for all workers engaged in electrical work to be registered as an Electrical Worker with the Electrical &amp; Mechanical Services Department</li> <li>• Understand the company's policy, procedures and guidelines with regard to handing over of a security system</li> <li>• Understand the client's functional, technical and operational specifications for the security system</li> <li>• Understand the configuration, deployment, transmission, termination and control of the security system</li> <li>• Understand various components of the security system and the function of each component in the field</li> <li>• Understand the physical environment of the premises</li> </ul> <p>2. Prepare and conduct the hand over a newly installed security system to the client</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Prepare the necessary documentation and information about the system to be handed over: <ul style="list-style-type: none"> <li>○ Contact details for servicing and support about the system</li> <li>○ The operating manual of the system</li> <li>○ Details of the performance standards of the system</li> <li>○ A complete set of drawings and diagrams to show the distribution of the components and devices of the security system in the field and the wiring and configuration of the system</li> </ul> </li> <li>• Train designated operator(s) and authorised representative(s) of the client about the function and operations of the system and devices</li> <li>• Hand over the system and necessary documentation and obtain the client's sign-off for taking over the system</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Prepare and conduct the hand over a newly installed security system to the client and ensure that it will be operated correctly and safely by providing the client with the necessary documentation and training in accordance to the laid-down policies, procedures and guidelines of the company</li> </ul>  |

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