

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

Functional Area - Guarding Services

Title	Manage guarding operations
Code	107698L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing guarding operations of an organisation or a premises. It covers the abilities to properly deploy manpower and resources in order to ensure that operations are effective and efficient and meet the requirements of relevant laws and regulations.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about guarding operations:</p> <ul style="list-style-type: none"> • Understand the requirements of a Type I security company license for a company to provide guarding services in Hong Kong if the organisation holds a Type I security company license • Understand the laws and regulations relevant to guarding operations, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and related regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Understand duty of care and third party responsibilities with regard to maintaining safety and security of the premises under protection • Understand the threats and risks of the premises under protection • Possess the skills for risk profiling and analysis • Possess the skills for resource planning and budgeting • 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 <p>2. Manage guarding operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Formulate adequate policies, procedures and guidelines as well as contingency plans for guarding services • Set up management and/or administrative controls to oversee execution to the desired outcomes and service level agreements with clients • Establish adequate security control operations to support guarding operations • Deploy adequate manpower to perform guarding services, ensuring that security personnel for guarding services hold valid permit and are properly vetted and trained as required • Deploy adequate systems, devices and equipment to support guarding services and ensure that they are maintained in good working condition • Ensure that the operations comply with the requirements of relevant license, laws and regulations as well as policies, procedures and guidelines • Ensure that operations, incidents and emergencies are properly dealt with and recorded • Ensure that post-incident reviews are carried out to identify gaps and failures which will be followed-through until the issues are resolved • Ensure that policies, procedures and guidelines as well as contingency plans are regularly exercised and tested in order to maintain their relevance and effectiveness • Ensure that guarding operations are managed within the approved budgets and timelines

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	<ul style="list-style-type: none">• Conduct periodic reviews to ensure the effectiveness and efficiency of guarding operations
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Establish guarding operations to meet the requirements of relevant license, laws and regulations as well as policies, procedures and guidelines;• Ensure that the guarding operations are effective and efficient and achieve the desired outcomes; and• Conduct periodic reviews for continuous improvement
Remark	