

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

Functional Area - Guarding Services

Title	Establish the guarding services plan
Code	107700L5
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 establish the guarding services plan for a client or a premises under protection and implement the plan to provide effective and efficient guarding services.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about planning for guarding services:</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 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 associated regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Understand duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection • Be familiar with the service level agreements with the client • Be familiar with the nature and objectives of business of the client and the premises • Be familiar with the physical environment and safety and security measures • Be familiar with the threats and risks against the client and the premises • Be familiar with the objectives and roles and responsibilities of guarding services • Be familiar with the costs and resources associated with the services • Be proficient in relevant policies, procedures and guidelines relevant to guarding operations • Be proficient in the concepts and skills for risk profiling and risk assessment • Be proficient in the concepts and 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. Establish the guarding services plan</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct threat and risk assessment in order to determine the scope and level of protection required • Develop the guarding services plan to mitigate threats, vulnerabilities and risks: <ul style="list-style-type: none"> ○ Determine guarding needs and the budgets and resources available ○ Determine the standard of performance and the service quality required ○ Determine the deployment of guard posts, roles and tasks as well as shifts and working hours • Document the guarding services plan and confirm the plan, its scope and objectives with relevant parties • Implement the guarding services plan: <ul style="list-style-type: none"> ○ Deploy the necessary manpower, equipment and resources ○ Develop the necessary policies, procedures and guidelines

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	<ul style="list-style-type: none"> ○ Co-ordinate training and drills to familiarise security personnel for guarding services, users and other relevant parties with the guarding operations ● Monitor performance to ensure compliance with the established policies, procedures and guidelines as well as services level agreements with the client ● Conduct periodic reviews for continuous improvement of the plan and guarding services
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Establish a guarding services plan to mitigate the threats and risks against the client and the premises; ● Ensure that the services meet the requirements of relevant licence, laws and regulations; policies, procedures and guidelines; as well as the expected service quality and standards; and ● Conduct periodic reviews to ensure the effectiveness and efficiency of the plan and services.
Remark	