

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

Functional Area - Guarding Services

Title	Formulate policies, procedures and guidelines for guarding operations
Code	107702L5
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 formulate the policies, procedures and guidelines to maintain safety and security of the organisation or premises.
Level	5
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Knowledge about security policies, procedures and guidelines:</p> <ul style="list-style-type: none"> <li>• Understand laws and regulations relevant to guarding operations which should include but not limited to: <ul style="list-style-type: none"> <li>○ Security and Guarding Services Ordinance, Cap 460</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations</li> <li>○ Personal Data (Privacy) Ordinance, Cap 486</li> </ul> </li> <li>• Understand duty of care and third party responsibilities with regard to maintaining safety and security of the premises under protection</li> <li>• Be familiar with the nature and objectives of business of the organisation or premises</li> <li>• Be familiar with the physical environment of the organisation or premises and the safety and security measures</li> <li>• Be familiar with the threats and risks against the organisation or premises and the business operations on site</li> <li>• Be proficient in best practices of guarding operations</li> <li>• Understand the key principles and processes for the formulation of policies, procedures and guidelines</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Formulate policies, procedures and guidelines for guarding operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify the major duties and responsibilities of guarding operations, which may include: <ul style="list-style-type: none"> <li>○ Prevention of unauthorised access to premises and properties</li> <li>○ Registration of visitors and taking precautionary measures to protect their personal data from unauthorised access and use</li> <li>○ Controlling movement of persons and vehicles on private roads</li> <li>○ Enforcing no parking rules on private roads</li> <li>○ Patrolling</li> <li>○ Preventing and detecting crimes and accidents</li> <li>○ Preventing property from damage</li> <li>○ Reporting and recording incidents</li> <li>○ Handling emergencies in accordance to the contingency plans</li> <li>○ Monitoring security systems</li> <li>○ Safe-keeping and controlling of keys</li> <li>○ Any other roles and responsibilities as required</li> </ul> </li> <li>• Establish the policies to manage guarding operations, based on factors such as: <ul style="list-style-type: none"> <li>○ Organisational and legislative requirements</li> <li>○ Service agreements with clients</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Security risks</li> <li>○ Resources available</li> <li>● Develop guidelines to specify the minimum requirements regarding resources in personnel, facilities, systems, devices and equipment and how these may be integrated to achieve the objectives of the respective policies</li> <li>● Develop contingency plans to manage various emergencies</li> <li>● Identify the roles and tasks involved</li> <li>● Identify the processes involved in each task</li> <li>● Develop the procedures for carrying out the tasks</li> <li>● Document the policies, procedures and guidelines in the prescribed format</li> <li>● Obtain the endorsement of senior management and relevant stakeholders</li> <li>● Publish and implement the policies, procedures and guidelines</li> <li>● Monitor performance and ensure compliance with the policies, procedures and guidelines</li> <li>● Carry out periodic reviews to ensure the effectiveness and relevance of the policies, procedures and guidance</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Formulate policies, procedures and guidelines to guide guarding operations; and</li> <li>● Contribute to the effective and efficient operation of guarding operations</li> </ul>
Remark	