

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

Functional Area - Guarding Services

Title	Formulate the fire safety plan
Code	107704L5
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 fire safety plan of the organisation or premises.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about fire safety:</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 sites under protection</li> <li>• Be familiar with the laws, regulations and codes relevant to fire safety, which should include but not limited to: <ul style="list-style-type: none"> <li>○ Fire Services Ordinance, Cap 95 and associated regulations</li> <li>○ Fire Safety (Commercial Premises) Ordinance, Cap 502</li> <li>○ Fire Safety (Buildings) Ordinance, Cap 572</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations</li> <li>○ Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment</li> <li>○ Fire Resisting Construction in Buildings</li> </ul> </li> <li>• Be familiar with the nature and mode of operation of the businesses on site</li> <li>• Be familiar with the physical environment and fire safety measure</li> <li>• Be familiar with the principles and techniques in formulating the fire safety plan of the organisation or premises</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 the fire safety plan of the organisation or premises:</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Collate building plans and details about fire safety installations, devices and equipment</li> <li>• Ensure that fire safety installations, devices and equipment meet the requirements of relevant laws, regulations and standards and are maintained in good working condition</li> <li>• Ensure that business operations on site are approved by relevant authorities and properly licensed and match with the purpose of use of the premises</li> <li>• Ensure that building installations and modifications are approved by relevant authorities such as the Buildings Department and the Fire Services Department</li> <li>• Develop policies, procedures and guidelines in relation to fire safety</li> <li>• Designate roles and responsibilities for maintaining fire safety, and dealing with fire alarm activations and fire incidents</li> <li>• Develop fire orders for dealing with fire alarm activations and fire incidents</li> <li>• Publish and display fire orders in prominent locations on site</li> <li>• Appoint Chief Fire Marshals and Fire Marshals</li> </ul>

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	<ul style="list-style-type: none"><li>• Co-ordinate training, drills and exercises to ensure that personnel with designated roles and responsibilities in fire safety as well as other users are familiar with the fire orders, the response actions and how to operate the systems, devices and equipment</li><li>• Monitor performance to ensure compliance with relevant policies, procedures and guidelines and fire orders</li><li>• Conduct post-incident reviews to identify gaps and failures and follow through until issues are resolved</li><li>• Perform periodic reviews for continuous improvement</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 the fire safety plan to maintain fire safety of the organisation or premises; and</li><li>• Ensure that all measures and operations comply with established policies, procedures and guidelines as well as relevant laws, regulations and standards.</li></ul>
Remark	