

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

Functional Area - Guarding Services

Title	Develop and manage the guarding services plan for an organisation or a premises
Code	107705L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing guarding services of an organisation. It covers the abilities to develop and manage the implementation of a guarding services plan for an organisation or a premises under protection
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical requirements for a guarding services plan</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Evaluate the physical security policy of the organisation</li> <li>• Evaluate the physical security design plan of the premises</li> <li>• Evaluate the requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong</li> <li>• Evaluate the organisation's common law duty of care and obligations in providing safe and secure environments in the following legislations: <ul style="list-style-type: none"> <li>○ The Occupational Safety and Health Ordinance, Cap 509</li> <li>○ The Occupiers Liability Ordinance, Cap 314</li> </ul> </li> <li>• Analyse the physical environment and the safety and security measures in place</li> <li>• Analyse the functions and roles and responsibilities of guarding services</li> <li>• Analyse the organisation's policies and guidelines for information security and information classification, transmission, storage and destruction</li> <li>• Analyse the organisation's policies, procedures and guidelines in workplace monitoring and personal data privacy</li> <li>• Evaluate best practices of guarding operations</li> <li>• Evaluate the concepts and skills for resource planning and budgeting</li> </ul> <p>2. Develop and manage the guarding services plan</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify the security threats and risks facing the organisation or premises;</li> <li>• Define the scope and level of security required based on risks identified</li> <li>• Develop the guarding services plan to mitigate the security threats and risks, which should include: <ul style="list-style-type: none"> <li>○ The guarding needs and the budget and resources available</li> <li>○ The standard of performance and service quality required</li> <li>○ Develop the guard posts, guarding tasks/duties, shifts and working hours</li> <li>○ Evaluate whether guarding services are to be wholly or partially provided by proprietary or outsourced manpower</li> </ul> </li> <li>• Document the guarding services plan and confirm the plan, its scope and objectives with relevant parties <ul style="list-style-type: none"> <li>○ Manage the implementation of the guarding services plan</li> <li>○ Evaluate and arrange for the necessary manpower, equipment and resources for the planned services</li> <li>○ Evaluate and arrange for the formulation of the policies, procedures and guidelines necessary for guarding operations</li> <li>○ Develop measures and controls to ensure that security personnel deployed for guarding operations and other parties with a role to play in the guarding services plan are properly trained for their roles and tasks</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>• Conduct periodic reviews to monitor the effectiveness and efficiency of the guarding services plan and operations</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"><li>• Develop and manage the implementation of the guarding services plan to mitigate the security threats and risks identified, meet the legal and regulatory requirements and achieve the desired outcomes; and</li><li>• Conduct periodic reviews to ensure that guarding services plan remains relevant and effective in meeting the organisation's needs and objectives.</li></ul>
Remark	