

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

Functional Area - Guarding Services

Title	Conform to the policies, procedures and guidelines in the execution of guarding operations
Code	107716L3
Description	This unit of competency applies to security personnel of all levels responsible for performing guarding operations. It covers the abilities to conform to the policies, procedures and guidelines in the execution of guarding operations.
Level	3
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge about security policies and standards:</p> <ul style="list-style-type: none"> • Be proficient in the scope of guarding services • Be proficient in the policies, procedures and guidelines in relation to guarding operations • Be proficient in the contingency plans • Be proficient in 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 • Be proficient in duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection • 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. Conform to policies, procedures and guidelines in the execution of guarding operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify operations associated with the guarding services, which may include: <ul style="list-style-type: none"> ○ Prevention of unauthorised access to premises and properties ○ Registration of visitors and taking precautionary measures to protect their personal data from unauthorised access and use ○ Controlling movement of persons and vehicles on private roads ○ Enforcing no parking rules on private roads ○ Patrolling ○ Preventing and detecting crimes and accidents ○ Preventing property from damage ○ Reporting and recording incidents ○ Handling emergencies in accordance to the contingency plans ○ Monitoring security systems ○ Safe-keeping and controlling of keys ○ Any other roles and responsibilities as required • Be proficient in the policies, procedures and guidelines associated with these operations • Execute these operations in accordance to the policies, procedures and guidelines • Be familiar with the operations of systems, devices and equipment deployed to support these operations by the organisation or management • Operate the systems, devices and equipment correctly and safely and in accordance to the training and instructions for their operations
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

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	<ul style="list-style-type: none">• Conform to the policies, procedures and guidelines in the execution of guarding operations; and• Contribute to the effectiveness and efficiency of guarding operations
Remark	