

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

Functional Area - Guarding Services

Title	Conform to the standard of conduct and performance of security personnel for guarding operations
Code	107717L3
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 standard of conduct and performance of security personnel for guarding operations.
Level	3
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge about the standard of conduct and performance of security personnel for guarding operations:</p> <ul style="list-style-type: none"> • Understand the roles and responsibilities and standard of conduct and performance of security personnel holding a Security Personnel Permit for performing Category A and/or B security work in Hong Kong • 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 • Be proficient in the policies, procedures and guidelines and contingency plans in relation to guarding operations • Be proficient in the standard of conduct and performance of security personnel for guarding services • 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 the standard of conduct and performance of security personnel for guarding operations</p> <ul style="list-style-type: none"> • Observe the criteria and conditions of a Security Personnel Permit • Adhere to the standard of good conduct of security personnel for guarding services: <ul style="list-style-type: none"> ○ Do not sleep, drink alcohol or smoke on duty ○ Do not solicit or accept money or benefits in carrying guarding duties ○ Treat people with tact and courtesy • Observe the standard of performance of security personnel for guarding services: <ul style="list-style-type: none"> ○ Be punctual on duty in accordance to the duty roster ○ Be suitably attired on duty and wear the specified uniform ○ Exercise due care and diligence in the performance of duty ○ Comply with relevant laws and regulations when carrying out guarding duties ○ Carry out duties in accordance to established policies, procedures and guidelines ○ Operate the systems, devices and equipment safely and in accordance to the training and instructions for their operations ○ Obey all lawful instructions from supervisors and management

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

Functional Area - Guarding Services

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Conform to the policies, procedures and guidelines governing the conduct and performance of security personnel for guarding services; and• Contribute to the effectiveness and efficiency of guarding operations.
Remark	