

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

Functional Area - Guarding Services

Title	Handle systems, devices and equipment for guarding operations
Code	107718L3
Description	This unit of competency applies to security personnel of all levels responsible for performing guarding operations. It covers the abilities to handle systems, devices and equipment for guarding operations, meeting all safety and security requirements of relevant laws and regulations and the laid-down policies, procedures and guidelines.
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about systems, devices and equipment for guarding operations:</p> <ul style="list-style-type: none"> <li>• Be proficient in 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>• Be proficient in the policies, procedures and guidelines in relation to guarding operations</li> <li>• Be proficient in the functions and operations of systems, devices and equipment for guarding operations</li> <li>• Be proficient in contingency plans for dealing with emergencies involving systems, devices and equipment for guarding operations</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. Handle systems, devices and equipment for guarding operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Keep track of systems, devices and equipment allocated for guarding operations, which may include but not limited to: <ul style="list-style-type: none"> <li>○ Uniform and personal protective equipment for security personnel for guarding services</li> <li>○ Guard tour patrol systems</li> <li>○ Systems, devices and equipment for communications</li> <li>○ Systems, devices and equipment for access control</li> <li>○ Systems, devices and equipment to monitor the workplace</li> <li>○ Systems, devices and equipment to detect unauthorized entrance or intrusion to the premises</li> <li>○ Systems, devices and equipment to facilitate the execution of various guarding duties and tasks</li> </ul> </li> <li>• Learn the functions and operations of the systems, devices and equipment</li> <li>• Handle the systems, devices and equipment in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> <li>○ Check that the systems, devices and equipment are in good working condition at the commencement of duty each day</li> <li>○ Never go on duty with systems, devices and equipment that are defective and/or malfunctioning</li> <li>○ Record and report defects and malfunctions immediately and seek replacements and/or repairs and maintenance</li> </ul> </li> </ul>

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Functional Area - Guarding Services

	<ul style="list-style-type: none"><li>○ Use the systems, devices and equipment only in association with guarding services</li><li>○ Operate the systems, devices and equipment correctly</li><li>○ Return the systems, devices and equipment immediately at the end of duty each day</li><li>● Respond to emergencies in accordance to relevant contingency plans</li><li>● Record and report all incidents and emergencies involving the systems, devices and equipment</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"><li>● Understand the functions and operations of the systems, devices and equipment allocated for guarding operations; and</li><li>● Handle the systems, devices and equipment correctly and in a safe and secure manner in accordance to the laid-down policies, procedures and guidelines as well as contingency plans</li></ul>
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