

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

Functional Area - Guarding Services

Title	Perform access control duties
Code	107729L2
Description	This unit of competency applies to frontline security personnel responsible for performing guarding duties. It covers the abilities to carry out access control duties to the desired outcome in accordance to laid-down policies, procedures and guidelines.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about access control duties:</p> <ul style="list-style-type: none"> • Understand the objective and desired outcome of access duties • Be familiar with the Personal Data (Privacy) Ordinance (Cap 486) with regard to the collection, use and security of personal data collected through access control duties • Be proficient in relevant policies, procedures and guidelines as well as contingency plans • Be proficient in the operations of relevant systems, devices and equipment • Possess the people skills to deal with others • Possess the communication skills to clearly and accurately report incidents • Possess the literacy skills to clearly and accurately record information and activities <p>2. Perform access control duties</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Wear the designated uniform, identification badge and personal protective equipment • Take instructions from the supervisor and/or security control about the objective and desired outcome of the role • Carry out effective access control duties in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Monitor closely people entering and/or exiting the premises and/or designated restricted/protected zones of the premises ○ Identify people using the approved means of identification ○ Allow entry of people who meet the requirements for entry ○ Deny entry of people who do not meet the requirements for entry ○ Register details of people entering and/or exiting the premises and/or the restricted/protected zones as required • Operate relevant systems, devices and equipment correctly and safely • Record and report all observations of irregular/abnormal activities or circumstances • Take appropriate and swift actions to handle incidents and emergencies • Handle people with tact and courtesy • Keep proper records of all activities and actions • Report incidents and issues requiring management attention clearly and accurately
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Perform access control duties to the desired outcome in accordance to laid-down policies, procedures and guidelines; and • Contribute to safety and security of the premises under protection
Remark	Revised on Dec 2018