

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

Functional Area - Guarding Services

Title	Perform search duties
Code	107733L2
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to carry out search duties to the desired outcome in accordance to laid-down policies, procedures and guidelines.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about search duties:</p> <ul style="list-style-type: none"> • Understand the objective and desired outcome of search duties • Be familiar with the physical environment for search 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 search 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, which may include searching and/or screening of bags and luggages, vehicles, and/or premises or certain areas/utensils/containers of the premises to identify prohibited items such as drugs, explosives and/or offensive weapons. • Carry out effective search duties in accordance to laid-down policies, procedures and guidelines <ul style="list-style-type: none"> ○ Adhere to laid-down procedures and approach which should be systematic and comprehensive ○ Operate relevant systems, devices and equipment correctly and safely <ul style="list-style-type: none"> ▪ X-Ray machines ▪ Machines for the detection of metal ▪ Machines for the detection of explosives ▪ Hand-held metal detectors ▪ Search mirrors ○ Observe closely the search target as well as activities in the surrounding environment ○ Handle suspicious objects/circumstances following laid-down safety rules and contingency plans • 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 effective search duties in accordance to laid-down policies, procedures and guidelines; and • Contribute to safety and security of the premises under protection

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Remark	
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