

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

Functional Area - Guarding Services

Title	Enforce no smoking rules
Code	107743L1
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to carry out no smoking rules to the desired outcome in accordance to laid-down policies, procedures and guidelines.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge about no smoking rules:</p> <ul style="list-style-type: none"> • Understand the objective and desired outcome of enforcing no smoking rules • Understand the provisions about enforcing no smoking rules under the Smoking (Public Health) Ordinance (Cap 371) • Be familiar with the environment, no smoking signs and designated “no smoking areas” at the premises • 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. Enforce no smoking rules</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 • Identify the designated “No Smoking Area” and associated no smoking signs • Carry out effective enforcement of no smoking rules in accordance to laid-down policies, procedures and guidelines: <ul style="list-style-type: none"> ○ Indicate to the offender that smoking is prohibited in the “No Smoking Area” ○ Request the offender to extinguish the cigarette/tobacco product ○ Request the offender to leave the “No Smoking Area” if the offender refuses to extinguish the cigarette/tobacco product • Operate the 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"> • Enforce no smoking rules 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	