

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

Functional Area - Guarding Services

Title	Record and report all activities and incidents associated with guarding operations
Code	107745L1
Description	This unit of competency applies to frontline security personnel responsible for performing guarding operations. It covers the abilities to clearly and properly record and report all activities and incidents associated with guarding operations in accordance to laid-down policies, procedures and guidelines as well as contingency plans.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge about record-keeping for guarding operations:</p> <ul style="list-style-type: none"> <li>• Understand the means, format and style about record-keeping, e.g. paper-based or computerised occurrence book</li> <li>• Be proficient in policies, procedures and guidelines relevant to record-keeping</li> <li>• Be proficient in the function and operation of systems, devices and equipment relevant to record-keeping</li> <li>• Possess the people skills to deal with others</li> <li>• Possess the communication skills to clearly and accurately report incidents</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Record and report all activities and incidents associated with guarding operations</p> <p>Be able to:Be able to:</p> <ul style="list-style-type: none"> <li>• Wear the designated uniform, identification badge and personal protective equipment</li> <li>• Take instructions from the supervisor and/or security control about the objective and desired outcome of the role</li> <li>• Monitor closely the activities of guarding operations at all time</li> <li>• Operate the systems, devices and equipment associated with record-keeping correctly and safely</li> <li>• Maintain records of all activities and events about guarding operations, which should: <ul style="list-style-type: none"> <li>○ Be in the prescribed format and style as required</li> <li>○ Be in chronological order</li> <li>○ Include details of all activities and events about guarding operations</li> <li>○ Record clearly and properly about When? Who? What? Where? Why? Of each communication, action and decision</li> <li>○ Safe-keep the records in accordance to laid-down policies, procedures and guidelines</li> </ul> </li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Maintain clear and accurate records about all activities, actions and decisions associated with guarding operations; and</li> <li>• Safe-keep the records according to laid-down policies, procedures and guidelines</li> </ul>
Remark	