

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

Functional Area - Guarding Services

Title	Perform periodic reviews to ensure the effectiveness and efficiency of guarding operations
Code	107747L4
Description	This unit of competency applies to security personnel at managerial level responsible for managing guarding operations of an organisation. It covers the abilities to establish a program to carry out periodic reviews to ensure the effectiveness and efficiency of guarding operations.
Level	4
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical requirements for performing periodic reviews of guarding operations</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Evaluate the laws and regulations relevant to guarding operations, which should include but not be limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and related regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Evaluate the organisation's duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection • Identify security threats and risks • Analyse the guarding services plan • Analyse the policies, procedures and guidelines and contingency plans in relation to guarding operations • Analyse the terms and conditions of the service level agreements • Evaluate the manpower and resources available for guarding operations <p>2. Perform periodic reviews to ensure the effectiveness and efficiency of guarding operations</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Formulate policies, procedures and guidelines for the reviews • Establish the review program • Establish a recording system to track the outcomes of reviews • Deploy adequate manpower to perform periodic reviews • Develop measures and controls to ensure that personnel deployed for periodic reviews are properly trained • Develop measures and controls to ensure that periodic reviews are conducted in compliance with relevant policies, procedures and guidelines • Develop measures and controls to ensure that details of each review, the findings, as well as decisions and follow-up actions are properly recorded • Carry out a holistic review of the design effectiveness and operational effectiveness and efficiency of guarding operations upon the instruction/request of management or once every 2 – 3 years • Discuss the review outcomes with management and obtain their support and endorsement of the recommended actions • Follow through with management decisions/instructions • Keep proper records of the above actions and outcomes
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Establish a review program and policies, procedures and guidelines for conducting reviews of guarding operations; and

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	<ul style="list-style-type: none">• Perform a holistic review about design effectiveness and operational efficiency and effectiveness of guarding operations upon management instruction/request or at least once every 2-3 years; and• Follow through with management decisions/instructions and keep proper records about the reviews and decisions/actions.
Remark	