

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

Functional Area - Guarding Services

Title	Perform basic guarding services for QASRS
Code	107753L1
Description	This unit of competency applies to frontline security personnel responsible for performing guarding services at a premises. It covers the knowledge and skills required to perform basic guarding services in accordance to the instructions and guidelines of the QASRS (“Quality Assurance System for the Recognition Scheme of Security Training Courses”).
Level	1
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about basic guarding services for QASRS:</p> <ul style="list-style-type: none"> • Understand the roles and responsibilities of security personnel for guarding services • Understand the laws and regulations relevant to guarding services • Understand the health and safety requirements for guarding services • Understand the standards of conduct and performance of security personnel for guarding services • Understand the policies, procedures and guidelines for guarding services at the premises under protection <p>2. Perform basic guarding services for QASRS</p> <p>Be able to undergo the learning of the following contents and attain the learning outcomes:</p> <ul style="list-style-type: none"> • Role, General Duties and Responsibilities of a Security Guard: <ul style="list-style-type: none"> ○ The role and functions of security guards: to prevent and minimize loss and damage to life and property ○ Major duties and responsibilities including: <ul style="list-style-type: none"> ▪ prevention of unauthorized access to premises and properties ▪ registration of visitors and taking precautionary measures to protect the personal data from being disclosed to unauthorized persons/parties ▪ regulating movement of persons and vehicles on private roads ▪ taking proper steps to impound unauthorized vehicles in accordance to the Road Traffic (Parking on Private Roads) Regulations Cap. 374 ▪ patrolling ▪ prevention and detection of crimes and accidents ▪ preventing valuable assets from damage ▪ reporting and recording incidents properly ▪ handling emergencies in accordance to the contingency plan as set out by the employer ▪ monitoring of security systems ▪ keeping of keys properly ▪ being acquainted with the assignment instructions as set out by the employer • Conduct and Behaviour <ul style="list-style-type: none"> ○ not to sleep, take alcoholic drinks and participate in any improper activities in the execution of his/her duties ○ not act contrary to the requirements of his/her duties as a security personnel, such as being negligent, or remiss in the execution of his/her duties ○ be punctual to work, clock in and out or sign on and off in the attendance book ○ be polite ○ not to go off duty until handing over to staff of the next shift

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	<ul style="list-style-type: none">○ to maintain good public relations with clients● Uniforms and Equipment<ul style="list-style-type: none">○ Uniforms<ul style="list-style-type: none">▪ Wear the right type of uniform▪ Keep and maintain the uniform in a good condition○ Equipment<ul style="list-style-type: none">▪ Types and use of general equipment including but not limited to the use of CCTV, radio, recording and patrolling systems, etc.▪ Knowledge of operation of equipment● Legal Responsibilities and Relevant Legislation<ul style="list-style-type: none">○ Security and Guarding Services Ordinance (Cap. 460)<ul style="list-style-type: none">▪ To notify the Commissioner of Police in writing of:<ul style="list-style-type: none">▪ any change of employer, unless he/she is employed by a Licensed Security Company; and▪ Any institution of criminal proceedings against him/her within 14 days after the relevant event has occurred▪ Understands:<ul style="list-style-type: none">▪ that one has to carry the security personnel permit at all times when on duty; and to produce this permit for inspection on demand by any police officer▪ that one can only perform the type(s) of security work as specified in the Security Personnel Permit▪ that one must not work over 372 hours per month and must not normally work over 12 hours per day▪ the basic functions and activities of the Security Companies Inspection Unit and Police Licensing Office○ Personal Data (Privacy) Ordinance (Cap. 486)<ul style="list-style-type: none">▪ The importance of the Ordinance and registration of visitors in the following manner:<ul style="list-style-type: none">▪ not to place and keep the registration book open at the guard counter▪ to take all possible security measures to prevent visitors from gaining access to the personal information/data of the previous visitors▪ to store the registration book properly after registration○ Criminal Procedure Ordinance (Cap. 221) governing arrest and use of force<ul style="list-style-type: none">▪ Understands that:<ul style="list-style-type: none">▪ a security guard has no more authority than a general citizen, and has no power of search▪ one has to call the Police immediately in case of occurrence of any crime▪ one can only arrest under safe conditions and must use minimum force when effecting an arrest▪ Able to maintain politeness when questioning the suspects, or effecting an arrest with minimum force○ Road Traffic (Parking on Private Roads) Regulations (Cap. 374)<ul style="list-style-type: none">▪ The condition that one can only impound/tow a vehicle at the "Restricted Parking Area" of a private road under the following conditions:<ul style="list-style-type: none">▪ the vehicle is parked without authorization and the driver cannot be located▪ the driver is unable to remove the vehicle, or refuses or fails to remove the vehicle on being requested to do so by the owner of
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	<p style="text-align: center;">the private road concerned, or an authorized officer in respect of the road</p> <ul style="list-style-type: none"> ▪ Understands that one can only use an approved immobilization device to impound unauthorized vehicle ▪ Has the basic knowledge of impounding, removal and storage charges ○ Prevention of Bribery Ordinance (Cap. 201) <ul style="list-style-type: none"> ▪ The importance of the Ordinance so as to refrain from: <ul style="list-style-type: none"> ▪ acceptance of money and benefit from clients or contractors in carrying out his/her duties ▪ soliciting of money or benefits in any form ○ Smoking (Public Health) Ordinance (Cap. 371) <ul style="list-style-type: none"> ▪ The knowledge of which area is designated as “No Smoking Area” in the work site ▪ The following handling procedures, when smoking in a “No Smoking Area” is discovered: <ul style="list-style-type: none"> ▪ to indicate to the offender that smoking is prohibited in the “No Smoking Area” ▪ to request the offender to extinguish the cigarette/tobacco product ▪ if the offender refuses to extinguish the cigarette, request him to leave the “No Smoking Area” ○ Noise Control Ordinance (Cap.400) <ul style="list-style-type: none"> ▪ The knowledge of the Ordinance: <ul style="list-style-type: none"> ▪ that one should not make or cause to be made any noise which is a source of annoyance to any person ▪ that it is an offence if one being the owner, tenant, occupier or person in charge of any domestic premises who knowingly permits or suffers noise which is a source of annoyance to any person within a designated period of time as stated in the Ordinance ▪ To know: <ul style="list-style-type: none"> ▪ the various kinds of noise producing activities which are prohibited within a designated period of time as stated in the Ordinance; and ▪ the proper way of handling noise complaints in Domestic Premises or Public Places • Fire Prevention and Procedures <ul style="list-style-type: none"> ○ Fire Prevention <ul style="list-style-type: none"> ▪ the major causes of fire such as careless disposal of lighted cigarettes, etc. ▪ use and maintenance of fire services installations ▪ fire prevention including the importance of smoke doors ○ Handling Procedures <ul style="list-style-type: none"> ▪ the proper procedures in the use of fire services installations ▪ the proper steps to be taken in case of fire ▪ degrees and kinds of fire: handling of small local fire ▪ information required in a fire report ▪ evacuation procedures • Handling of Emergencies <ul style="list-style-type: none"> ○ remain calm in case of emergency ○ report case to the Police and supervisor and seek for assistance when emergency occurs
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	<ul style="list-style-type: none"> ○ provide all possible assistance to law enforcement officer/technician, etc. ○ take appropriate steps according to contingency plans to cope with different types of emergencies as below: <ul style="list-style-type: none"> ▪ all criminal activities ▪ fire outbreak ▪ sick or injured person ▪ electricity failure ▪ gas leakage ▪ lift failure ▪ typhoon ▪ flooding ▪ bombs or suspicious objects ▪ sounding of burglar alarm ▪ suspicious persons ▪ crowd control ▪ falling objects ▪ collapse of building parts ● Reporting and Recording <ul style="list-style-type: none"> ○ book on and off duty punctually and with accuracy and legibility ○ hand over duty by recording in the occurrence book ○ record every event happening in the work site in the occurrence book ○ take appropriate follow-up action to solve the problems ○ report promptly important incidents to supervisor or responsible person for follow-up action ● Access Control and Patrolling Able to: <ul style="list-style-type: none"> ○ prevent unauthorized access ○ pay special attention to stranger who follow residents into the building ○ conduct patrols and be familiar with the work site ○ record and report patrol results ● Health and Safety & Courtesy and Customer Relations <ul style="list-style-type: none"> ○ Understands that a security guard can also contribute to safety and health in the work site ○ Able to follow the proper work procedures in observing safety rules ○ Aware of the potential dangers at work sites ● Understands the importance of being polite and courteous while on duty
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Equip oneself with the required knowledge and skills of a security personnel for guarding services; and ● Perform basic guarding services in accordance to the instructions and guidelines of QASRS.
Remark	<p>The course provider of this level should be accredited for providing a security training course that has met the requirements for quality assurance as endorsed by the SGSIA. Any person achieving this level is deemed to have satisfied the requirement for proficiency in security work when applying for Categories A, B & C SPP</p>