

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

Functional Area - Close Protection Services

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| Title | Formulate policies, procedures and guidelines for close protection operations |
| Code | 107757L5 |
| Description | This unit of competency applies to security personnel at managerial level responsible for overall planning and design of close protection operations. It covers the abilities to formulate policies, procedures and guidelines that will help to achieve the desired outcome of the close protection services plan. |
| Level | 5 |
| Credit | 3 |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge about policies, procedures and guidelines for close protection operations:</p> <ul style="list-style-type: none"> • Understand laws and regulations relevant to close protection operations which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Understand duty of care and third party responsibilities with regard to maintaining safety • and security of the physical environment under protection • Be familiar with the threats and risks against the client, the premises and the events on site • Be proficient in best practices of close protection operations • Understand the key principles and processes for the formulation of policies, procedures and guidelines • Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately record information and activities <p>2. Formulate policies, procedures and guidelines for close protection operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify the roles and responsibilities of close protection operatives, which may include: <ul style="list-style-type: none"> ○ Protection of the client whilst in a static environment ○ Protection of the client whilst in a public event or public area ○ Protection of the client whilst in transit by vehicle or other forms of transportation ○ Protection of the client whilst on foot ○ Protection of the client whilst under attack ○ Protection of the client in an emergency • Establish the policies to manage close protection operations, based on factors such as: <ul style="list-style-type: none"> ○ Organisational and legislative requirements ○ Service agreements with clients ○ Security risks ○ Resources available • Develop guidelines to specify the minimum requirements regarding resources in personnel, facilities, systems, devices and equipment and how these may be integrated to • achieve the objectives of the respective policies • Develop contingency plans to manage various emergencies • Identify the roles and tasks involved • Identify the processes involved in each task • Develop the procedures for carrying out the tasks |

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| | <ul style="list-style-type: none">• Document the policies, procedures and guidelines in the prescribed format• Obtain the endorsement of senior management and relevant stakeholders and in particular, the client• Communicate the policies, procedures and guidelines to the client, the close protection operatives and others with a need to know• Monitor performance and ensure compliance with the policies, procedures and guidelines• Carry out periodic reviews to ensure the effectiveness and relevance of the policies, procedures and guidance |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Formulate policies, procedures and guidelines for close protection operations; and• Contribute to the effectiveness and efficiency of close protection operations |
| Remark | Revised on Dec 2018 |