

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

Functional Area - Security Control Room

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| Title | Compile duty roster and coordinate deployment of security personnel |
| Code | 107779L3 |
| Description | This unit of competency applies to security personnel responsible for performing security control operations. It covers the abilities to compile the duty roster and coordinate deployment of security personnel, making use of the organisation's manpower resources to achieve the best possible outcome. |
| Level | 3 |
| Credit | 2 |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge about compilation of duty roster and deployment of security personnel</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the requirements of relevant laws and regulations about man-management, conditions of work and compensation in relation to security personnel for security control operations, which include: <ul style="list-style-type: none"> ○ The Security & Guarding Services Ordinance, Chapter 460 ○ The Occupational Health & Safety Ordinance, Chapter 509 ○ The Employment Ordinance, Chapter 57 ○ The Minimum Wage Ordinance, Cap 608 ○ The Employees' Compensation Ordinance, Chapter 282 • Describe the capacity and capabilities of the organisation's manpower resources • Describe the terms and conditions of the service level agreement with the customers • Describe the market trend in the supply and demand of security personnel <p>2. Compile duty roster and coordinate deployment of security personnel</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify essential information, such as <ul style="list-style-type: none"> ○ Sites to be covered ○ The span of coverage/operation of the services, e.g. the next 3 months ○ Duration of deployment, e.g. 7-day cycle ○ The number of postings at each site ○ The number of security personnel required for each site and each posting ○ The exact start and end time and shift schedule of each posting ○ The duties and tasks to be performed at each posting ○ Any other relevant factors • Compile the duty roster taking into consideration factors, such as: <ul style="list-style-type: none"> ○ Relevant procedures and guidelines of the organisation ○ Historical data about trends and customer demands ○ Skill sets and qualifications required and available ○ Needs of individual personnel regarding location, shift, leave and rest, as well as training and development • Consult with relevant stakeholders to confirm accuracy and completeness • Present the duty roster in the prescribed format and process as required • Coordinate deployment of personnel according to the duty roster and revise the deployment as required • Update the duty roster according to the actual deployment • Safe-keep the duty roster as required • Review changes and amendments for future improvements • Carry out periodic reviews of the manpower supply and demand of the organisation and report the trend to management as required |

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| Assessment Criteria | The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Compile duty rosters that facilitate effective and efficient use of the available manpower resources of the organisation and comply with the requirements of relevant laws and regulations as well as meet the needs of the customer, the organisation and individual security personnel; and• Carry out periodic reviews of the manpower supply and demand of the organisation and report the trend to management as required |
| Remark | Revised on Dec 2018 |