

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

Functional Area - Security Control Room

Title	Perform periodic reviews of the design and operations of security control
Code	107790L4
Description	This unit of competency applies to security personnel at managerial level responsible for managing security control operations of an organisation. It covers the abilities to establish a program to carry out periodic reviews to ensure the effectiveness and efficiency of security control operations.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about security control operations:</p> <ul style="list-style-type: none"> <li>• Understand the laws and regulations relevant to security control operations, which should include but not be limited to: <ul style="list-style-type: none"> <li>○ Security and Guarding Services Ordinance, Cap 460</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and related regulations</li> <li>○ Personal Data (Privacy) Ordinance, Cap 486</li> </ul> </li> <li>• Understand duty of care and third party responsibilities with regard to maintaining safety and security of sites under protection</li> <li>• Be proficient in security control operations</li> <li>• Be proficient in policies, procedures and guidelines and contingency plans relevant to security control operations</li> <li>• Be familiar with the service level agreements with clients</li> <li>• Be proficient in the company's manpower resource and other resources including systems, devices and equipment available for security control operations</li> <li>• Possess the skills for security risk profiling and analysis</li> <li>• Possess the skills for resource planning and budgeting</li> <li>• Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts</li> <li>• Possess the people skills and communication skills to deal with others</li> <li>• Possess the literacy skills to clearly and accurately record information and activities</li> </ul> <p>2. Perform periodic reviews to ensure the effectiveness and efficiency of security control operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Formulate policies, procedures and guidelines for the reviews</li> <li>• Establish the review program</li> <li>• Establish a recording system to track the outcomes of reviews</li> <li>• Deploy adequate manpower to perform periodic reviews</li> <li>• Ensure that personnel deployed for periodic reviews are properly trained</li> <li>• Ensure that periodic reviews are conducted in compliance with relevant policies, procedures and guidelines</li> <li>• Ensure that details of each review, the findings, as well as decisions and follow-up actions are properly recorded</li> <li>• Carry out a holistic review of the design effectiveness and operational effectiveness and efficiency of security control operations upon the instruction/request of management or once every 2 – 3 years</li> <li>• Discuss the review outcomes with management and obtain their support and endorsement of the recommended actions</li> <li>• Follow through with management decisions/instructions</li> <li>• Keep proper records of the above actions and outcomes</li> </ul>

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Establish a review program and policies, procedures and guidelines for conducting reviews; and</li><li>• Perform a holistic review about design effectiveness and operational efficiency and effectiveness of security control operations upon management instruction/request or at least once every 2-3 years; and</li><li>• Follow through with management decisions/instructions and keep proper records about the reviews and decisions/actions.</li></ul>
Remark	