

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

Functional Area - Armoured Transportation

Title	Formulate policies, procedures and guidelines for armoured transportation
Code	107794L5
Description	This unit of competency applies to security personnel at managerial level responsible for managing armoured transportation operations of a company holding a Type II Security Company Licence in Hong Kong. It covers the abilities to formulate the policies, procedures and guidelines for armoured transportation operations of the company.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about security policies and standards:</p> <ul style="list-style-type: none"> • Understand the requirements of a Type II security company license for a company to provide armoured transportation services in Hong Kong • Understand laws and regulations relevant to armoured transportation operations in Hong Kong, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Firearms and Ammunition Ordinance, Cap 238 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations • Understand international standards and best practices for armoured transportation • Understand threats and risks associated with armoured transportation • Understand developments in technology for systems, devices and equipment for armoured transportation • 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 armoured transportation operations</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify operations associated with the company's armoured transportation services, which may include: <ul style="list-style-type: none"> ○ Transportation of cash and valuables ○ Security control operations ○ Armoury operations ○ Vault operations ○ Vehicle vault operations ○ Cash processing services ○ ATM cash replenishment services • Establish the policies to manage armoured transportation 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, machineries, vehicles, systems, firearms and ammunition and equipment and how these may be integrated to achieve the objectives of the respective policies

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	<ul style="list-style-type: none">• Develop guidelines and procedures to manage various emergencies including attack and non-attack situations• Identify the roles and tasks involved• Identify the processes involved in each task• Develop the procedures for carrying out the tasks• Document the policies, guidelines and procedures in the prescribed format• Obtain the endorsement of senior management and relevant stakeholders• Publish and implement the policies, guidelines and procedures• Monitor and ensure compliance with the policies, guidelines and procedures• Carry out periodic reviews and take corrective actions where necessary
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Formulate policies, guidelines and procedures to guide armoured transportation operations; and• Contribute to the effective and efficient operation of armoured transportation operations
Remark	