

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

Functional Area - Armoured Transportation

Title	Perform delivery and collection of consignments from the company's vault
Code	107815L2
Description	This unit of competency applies to frontline security personnel involved in performing armoured transportation operations of a company holding a Type II security company license in Hong Kong. It covers the abilities to perform delivery and collection of consignments from the company's vault in accordance to the laid-down policies, procedures and guidelines.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge about armoured transportation and vault operations:</p> <ul style="list-style-type: none"> <li>• Be proficient in laws and regulations relevant to armoured transportation operations, which should include but not limited to: <ul style="list-style-type: none"> <li>○ Security and Guarding Services Ordinance, Cap 460</li> <li>○ Firearms rms and Ammunition Ordinance, Cap 238</li> <li>○ Occupational Safety and Health Ordinance, Cap 509 and related regulations</li> </ul> </li> <li>• Be proficient in the company's armoured transportation operations</li> <li>• Understand the threats and risks associated with armoured transportation</li> <li>• Be proficient in the company's policies, procedures and guidelines in relation to armoured transportation</li> <li>• Be proficient in the company's policies, procedures and guidelines in relation to the delivery and collection of consignments from the vault</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 delivery and collection of consignments from the company's vault</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Maintain close communications with the security control</li> <li>• Understand the physical environment of the sterile area for loading/unloading of the vault</li> <li>• Operate the systems, devices and equipment for delivery and collection of consignments</li> <li>• Follow established protocols, procedures and guidelines for the delivery and collection of consignments from the vault: <ul style="list-style-type: none"> <li>○ Load and unload consignments from the armoured vehicle inside the sterile area for loading/unloading of the vault when it is secured to do so</li> <li>○ Transfer cash and valuables between the sterile area for loading/unloading and the vaulting area using facilities such as the receiving hatch</li> <li>○ Enter or leave the vaulting area only after safety and security clearance is obtained from the personnel responsible for security of the vault</li> </ul> </li> <li>• Account for the consignments with authorized personnel of the vault according to laid-down guidelines and procedures</li> <li>• Take appropriate actions to deal with issues and/or shortages identified in accordance to laid-down policies, procedures and guidelines</li> <li>• Complete all documentation necessary for handing over the consignments</li> <li>• Report and record all activities and incidents</li> </ul>
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities:

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	<ul style="list-style-type: none"><li>• Complete delivery and collection of cash and valuables from the company's vault in accordance to the laid-down policies, procedures and guidelines; and</li><li>• Ensure that the operations comply with all requirements in safety, security and documentation.</li></ul>
Remark	