

**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 client's site
Code	107816L2
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 client's sites in accordance to the laid-down policies, procedures and guidelines of the company and the service level agreements with the clients.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about delivery and collection of consignments from the client's sites:</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 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 policies, procedures and guidelines in relation to armoured transportation</li> <li>• Be familiar with insurance arrangements and associated terms and conditions</li> <li>• Be familiar with the service level agreements with the clients</li> <li>• Understand the threats and risks associated with armoured transportation</li> <li>• Be proficient in the established protocols, procedures and guidelines for the delivery and collection of consignments from the client's sites</li> <li>• Be proficient in established requirements of devices and equipment for packaging and marking of consignments</li> <li>• Be proficient in the operation of the secure containers, systems, devices and equipment for ensuring safety and security of consignments whilst in transit between the client's site and the armoured vehicle</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 client's sites</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Maintain close communications with the security control</li> <li>• Report any suspicions and abnormalities observed</li> <li>• Understand the physical environment, security measures and threats and risks of the client's sites associated with armoured transportation</li> <li>• Perform delivery and collection of consignments from the client's sites in accordance to established protocols, procedures and guidelines: <ul style="list-style-type: none"> <li>○ Stay alert to suspicious activities and circumstances</li> <li>○ Safeguard the consignments in transit between the client's sites and the armoured vehicle through proper positioning of personnel and firearms</li> <li>○ Deploy secure containers, systems, devices and equipment to protect consignments whilst in transit between the client's sites and the armoured vehicle</li> <li>○ Enter and exit client's sites when confirmed safe through established protocols</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Follow pre-planned routes to the secure areas at client's sites for handover of consignments</li> <li>● Hand over consignments with the client's authorized personnel in accordance to laid-down procedures and guidelines: <ul style="list-style-type: none"> <li>○ Confirm the identity and authority of the client's authorized personnel</li> <li>○ Confirm the amount and size of the consignments</li> <li>○ Confirm that the consignments are packed and marked in accordance to established requirements for packaging and marking</li> <li>○ Confirm that the packages and markings are intact and not tampered with</li> <li>○ Complete the necessary documentation for handover of the consignments</li> <li>○ Take appropriate actions to deal with issues/shortages/deficiencies</li> </ul> </li> <li>● Respond to emergencies in accordance to relevant contingency plans</li> <li>● Report and record all activities and incidents</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Perform delivery and collection of consignments from the client's site in accordance to 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	