

## Property Management – Specification of Competency Standards

### Unit of Competency

#### Functional Area : Management of the Property Environment (Building Security)

1. Name	Carry out daily security operational works of a building development	
2. Code	PMZZEM101A	
3. Range	Daily security duties of common types of buildings	
4. Level	1	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Knowledge of the environment of the building	<ul style="list-style-type: none"><li>● Know about the use of the building and its environment</li><li>● Know about the co-workers in the building, e.g cleaning and maintenance staff</li><li>● Know clearly the location under monitor by the security systems</li></ul>
	6.2 Operation of security system and equipment	<ul style="list-style-type: none"><li>● Grasp the basic operation of security systems &amp; equipment</li></ul>
	6.3 Security operation	<ul style="list-style-type: none"><li>● According to instruction, be able to:<ul style="list-style-type: none"><li>- pay attention to people going in and out</li><li>- carry out patrol duties and pay attention to the conditions along the patrol route</li><li>- carry out tele-protection on time</li><li>- record and report on incidents</li><li>- keep keys in safe custody and keep record of handover and return of keys</li></ul></li></ul>
	6.4 Related legal knowledge	<ul style="list-style-type: none"><li>● Register visitors' information properly according to instructions, and keep the owners' record confidential</li><li>● Understand the related law on bribery prevention</li><li>● Understand the limits of authority on search and arrest prescribed by law</li></ul>
7. Assessment Guidelines	The integral outcome requirements are: Can integrate the understanding of the use of the premises, its environment, partners, security systems and equipments, related legal knowledge and work instructions of the job in order to carry out security duties of a building accurately and lawfully	
8. Remarks		