

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Management of the Environment of a Property

Title	Formulate and plan the security operations and improvement on risk and safety management
Code	110413L5
Range	Property security practice and management work, applicable to the formulation and management of property security practices, as well as the improvement of security risks and safety management in the property
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in security practices, risk and safety management</p> <ul style="list-style-type: none"> <li>• Be proficient in the regulations and management procedures related to property management and security services</li> <li>• Be proficient in the security risks and safety management procedures of the property</li> </ul> <p>2. Formulate management plan of security practices</p> <ul style="list-style-type: none"> <li>• Be able to formulate the overall management procedures for the security system, facilities and services of the property to maintain the security level of the property</li> <li>• Be able to write clear guidelines, codes of conduct and codes of practice for the work of property security personnel</li> <li>• Be able to manage the overall management of property security practices, including managing the conduct and discipline of security staff, the quality and level of property security services, the competence and techniques of response, and the competency to prevent risks or accidents</li> <li>• Be able to grasp market and legal requirements, effectively select and employ suitable security system contractors and security service providers for the property</li> </ul> <p>3. Formulate the risk and safety management plan and improvement scheme</p> <ul style="list-style-type: none"> <li>• Be familiar with the latest crime and techniques or accidents, to formulate or update work guidelines/processes, and instruct staff to respond to them and prevent crimes or accidents at an early stage</li> <li>• Be able to review and assess security loopholes, risks or crises in the property, to formulate and implement risk prevention and management measures</li> <li>• Be familiar with the characteristics of the community environment and property facilities, formulate risk management and safety plans, such as crowd control, disaster prevention and control measures, etc., and arrange for staff to participate in training</li> <li>• Be able to formulate overall security improvement and risk management plans for property management, and plan relevant resources, such as staff, technology, equipment and facilities, finance, etc.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be familiar with the regulations and management procedures related to security services for property management, and be familiar with the security risk and safety management procedures of property;</li> <li>• Be able to apply the security and related legal knowledge of property management to formulate management procedures for property security practices, manage the work of security practices as a whole, and be able to effectively select and employ suitable security system and service contractors in the property; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Be able to review and assess security loopholes, risks or crises in the property, and be familiar with the characteristics of the community environment and property facilities, formulate overall plans and measures for risk prevention and management, and organize relevant resources to implement the plan effectively.</li></ul>
Remark	