

保安公司牌照(第二類工作)所提交清單及預備文件指引【週年審查】

1.	<u>最新管理人員的架構圖和董事 / 高級管理階層的清單</u> <input type="checkbox"/> i. 公司最新的架構圖 <input type="checkbox"/> ii. 已向委員會申報人事變動之證明 (如有變更) <input type="checkbox"/> iii. 所有現在的股權控制人及董事 (★ 需顯示下列資料及建議加上『個人資料』標誌) <input type="checkbox"/> iv. 高級管理階層 (★ 需包括下列資料及建議加上『個人資料』標誌, 但祇需提供與保安業務有關之人士) <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 公司登記證號碼 / 身份證號碼 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 委任日期
2.	<u>有效的商業登記證</u> <input type="checkbox"/> 載有公司營運地址之商業登記證
3.	<u>核數師報告</u> <input type="checkbox"/> i. 最新年度之核數師報告 (如未能呈交, 須書面解釋及提交 ★ 銀行推薦書正本) <input type="checkbox"/> ii. 如有虧損, 須另提交文件 (例如: ★ 銀行推薦書正本、資產負債表、損益表、母公司給予的財政擔保等), 證明公司財政穩健 <input type="checkbox"/> ★ 銀行推薦信須包括公司開戶日期, 帳戶運作狀況及最新結餘
4.	<u>最新的職員名單 (★ 需顯示下列資料及建議加上『個人資料』標誌)</u> <input type="checkbox"/> i. 培訓人員名單 <input type="checkbox"/> ii. 保險庫職員名單 <input type="checkbox"/> iii. 槍械庫職員名單 <input type="checkbox"/> iv. 護 押運車隊職員名單 <input type="checkbox"/> v. 認可代理人名單 <input type="checkbox"/> vi. 保安人員名單 (丙類) <input type="checkbox"/> vii. 其他職員名單 <input type="checkbox"/> viii. 香港法例第238章火器及彈藥條例 <input type="checkbox"/> ★ 序號 管有權牌照 (保安護 員) (Pol.661(s)(Rev.2005)) <input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 出生日期 <input type="checkbox"/> ★ 保安人員許可證號碼 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 許可證屆滿日期 (丙類) <input type="checkbox"/> ★ 有效保安課程訓練之完成日期 (QAS / QAIHT) <input type="checkbox"/> ★ 第二類保安工作基本訓練課程之完成日期 <input type="checkbox"/> ★ 保安人員總人數 (丙類)
5.	<u>最新的護 押運車輛名單 (★ 包括下列資料)</u> <input type="checkbox"/> i. 護 押運車輛名單 <input type="checkbox"/> ii. 護 押運車輛行車證副本 <input type="checkbox"/> iii. 車輛第三保單副本 <input type="checkbox"/> iv. 合格車輛檢驗報告及修理通知令
6.	<u>有效之僱員補償保險保單副本 (★ 需顯示下列資料, 如未能呈交, 須書面解釋)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 必須替所有僱員購買僱員補償保險 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
7.	<u>有效之公眾責任保險保單副本 (★ 需顯示下列資料, 如未能呈交, 須書面解釋)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保額必須為每宗事故最少 1,000 萬港元 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
8.	<u>有效之現金忠誠保險證明副本 (★ 需顯示下列資料, 如未能呈交, 須書面解釋)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方

保安公司牌照(第二類工作)所提交清單及預備文件指引【週年審查】

9. 最近聘用的三名保安人員的人事檔案 (★ 需顯示下列資料及建議加上『個人資料』標誌)

- i. 入職申請表
- ii. 正式僱用合約
- iii. 個人資料(私隱)條例聲明
- iv. 保安人員許可證副本
- v. 『僱用』保安人員通知書
- vi. 訓練證明 (詳情請參閱第 10 項)
- vii. 第二類工作的基本訓練課程記錄 (詳情請參閱第 11項)
- viii. 公司審查記錄 (★ 需包括下列資料)
- ★ 核實受僱記錄：公司必須審查求職者提供的受僱記錄是否真確 (三年內所有受僱記錄)
- ★ 向諮詢人查詢：須包括 2名非親屬的諮詢人，完整姓名，地址，關係，電話號碼，公司須向諮詢人查詢申請人過去表現、品格，以及是否適宜擔任保安工作
- ★ 查核住址 (公用事業機構發出的單據或租約)
- ★ 查詢人的姓名，職位，查詢日期及方法

10. 有效之訓練證明 (由上次週年審查後起計的新入職保安人員) (QAIHT / QASRS)

- i. 保安人員在執行保安職務前修畢保安工作之基本訓練課程記錄
- ii. 保安人員在執行保安職務前修畢保安及護衛業管理委員會認可訓練課程 (合乎質素保證系統標準)，證書由成功修畢該課程日期起計，有效期為三年，或
- iii. 保安人員在執行保安行動職務前，修畢由公司提供之內部培訓訓練課程QAIHT及並須顯示下列記錄 (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司)
- ★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准)
- ★ 獲授權人員之名單 (最多為四人及已通知警務處處長)
- ★ 訓練手冊
- ★ 課程時間表
- ★ 試題及答案
- ★ 出席記錄
- ★ “僱用及安排受訓通知書” (QAIHT表格1 第1至2頁)

11. 與第二類工作有關的三個完整工作天的基本訓練資料

- i. 保安人員在執行第二類行動職務前之三個完整工作天之基本訓練課程記錄
- ii. 訓練人員名單 (所有訓練人員必須由警務處處長批准〔格式與職員名單相同〕)
- iii. 獲授權人員之名單 (最多為四人及已通知警務處處長)
- ★ 訓練手冊
- ★ 三個完整工作天的課程時間表
- ★ 試題及答案
- ★ 出席記錄
- ★ 安排受訓通知書
- iv. 獲晉升為車隊指揮或以上職級人員名單及訓練資料 (如由上次週年審查後起計並無舉行，需提交信件證明) (格式與第4項職員名單相同，人員必須在聘任前已完成由公司訓練主任所舉辦的課程，並取得合格成績)
- ★ 車隊指揮或以上職級訓練手冊
- ★ 試題及答案
- ★ 出席記錄

保安公司牌照(第二類工作)所提交清單及預備文件指引【週年審查】

12.	<u>檢查槍械庫有關的資料</u> 請準備以下文件簿冊以供即場查核：- <input type="checkbox"/> ★ 槍械彈藥牌照 (Licence for Possession) (Pol. 662(s))的副本 <input type="checkbox"/> ★ 槍械及彈藥交收記錄冊 (上月度) 的副本 <input type="checkbox"/> ★ 槍械及彈藥的存量記錄 (包括練習用的模擬彈) 槍械庫有關下列事項之記錄冊：- <input type="checkbox"/> ★ 槍械維修記錄冊 <input type="checkbox"/> ★ 其他裝備貯存冊 <input type="checkbox"/> ★ 槍械庫的當值記錄 <input type="checkbox"/> ★ 非槍械庫當值人員進出記錄冊
13.	<u>工作指示及應變計劃 (可提交光碟)</u> <input type="checkbox"/> 提交最新的工作指示及應變計劃副本各一份
14.	<input type="checkbox"/> <u>上一個月的控制室人員進出記錄</u>
15.	<u>處置機密文件程序的指引</u> <input type="checkbox"/> 根據保安及護 業管理委員會指引：【無須再用的機密文件須先切碎，方可丟棄】
16.	<u>『僱用』 / 『終止僱用』保安人員 (由上次週年審查後起計)</u> <input type="checkbox"/> 提交已向警察總部牌照科申報『僱用』 / 『終止僱用』保安人員之證明
17.	<u>職業安全及健康</u> <input type="checkbox"/> ★ 入彈／退彈場所，設施和措施 (圖片和文件影印本) <input type="checkbox"/> ★ 個人保護裝備 (例如防彈背心和頭盔) 的詳情

詳情請參閱【香港法例第460章保安及護衛服務條例】及
【保安公司牌照申請時所須考慮的事項指引】

有用網頁

保安及護 業管理委員會網址：<http://www.sb.gov.hk/chi/links/sgsia/index.htm>

私隱專員公署網址：<http://www.pcpd.org.hk/cindex.html>

資訊安全網站：<http://www.infosec.gov.hk>

Security Company Licence (Type II Work) List and Guideline of Documents Required 【Annual Inspection】

1.	<p><u>Up-to-date flow chart of management team and detailed list of directors / senior management</u></p> <p><input type="checkbox"/> i. Up-to-date chart of the company</p> <p><input type="checkbox"/> ii. Proof of personnel changes already reported to the SGSIA (if any)</p> <p><input type="checkbox"/> iii. All existing shareholders and directors ★ including following information and preferably with a "Personal Data" sign)</p> <p><input type="checkbox"/> iv. Senior management ★ including following information and preferably with a "Personal Data" sign, only applicable to personnel involved in security work)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Name</td> <td style="width: 50%;"><input type="checkbox"/> ★ Business Registration / HKID no.</td> </tr> <tr> <td><input type="checkbox"/> ★ Post</td> <td><input type="checkbox"/> ★ Date of appointment</td> </tr> </table>	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ Business Registration / HKID no.	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ Date of appointment																
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2.	<p><u>Valid Business Registration Certificate</u></p> <p><input type="checkbox"/> Business Registration showing accurate business address of the company</p>																				
3.	<p><u>Audit report</u></p> <p><input type="checkbox"/> i. Up-to-date auditor's report (written explanation and original of bank reference letter are required if failing to submit)</p> <p><input type="checkbox"/> ii. For a negative balance, other documents are required★ e.g. original of bank reference letter, balance sheet, profit & loss account and financial guarantee given by the mother company) to prove a sound financial status</p> <p><input type="checkbox"/> ★ Bank reference letter should include the commencing date of account, account status and latest balance</p>																				
4.	<p><u>Up-to-date list of employees ★ including following information and preferably with a "Personal Data" sign)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> i. List of trainers</td> <td style="width: 50%;"><input type="checkbox"/> ii. List of vault staff</td> </tr> <tr> <td><input type="checkbox"/> iii. List of armoury staff</td> <td><input type="checkbox"/> iv. List of cash escort staff</td> </tr> <tr> <td><input type="checkbox"/> v. List of authorised persons</td> <td><input type="checkbox"/> vi. List of security personnel (Type C)</td> </tr> <tr> <td><input type="checkbox"/> vii. List of other staff</td> <td><input type="checkbox"/> viii. Firearms and Ammunition Ordinance, Cap 238</td> </tr> <tr> <td><input type="checkbox"/> ★ Staff no.</td> <td style="text-align: right;">Licence for Possession (Security Guard) (PoI.661(s)(Rev. 2005))</td> </tr> <tr> <td><input type="checkbox"/> ★ HKID no.</td> <td><input type="checkbox"/> ★ Name</td> </tr> <tr> <td><input type="checkbox"/> ★ Date joined company</td> <td><input type="checkbox"/> ★ Date of birth</td> </tr> <tr> <td><input type="checkbox"/> ★ SPP no.</td> <td><input type="checkbox"/> ★ Post</td> </tr> <tr> <td><input type="checkbox"/> ★ SPP expiry date (Type C)</td> <td><input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)</td> </tr> <tr> <td><input type="checkbox"/> ★ Completion date of basic training for Type II security work</td> <td><input type="checkbox"/> ★ Total no. of SPP holders (Type C)</td> </tr> </table>	<input type="checkbox"/> i. List of trainers	<input type="checkbox"/> ii. List of vault staff	<input type="checkbox"/> iii. List of armoury staff	<input type="checkbox"/> iv. List of cash escort staff	<input type="checkbox"/> v. List of authorised persons	<input type="checkbox"/> vi. List of security personnel (Type C)	<input type="checkbox"/> vii. List of other staff	<input type="checkbox"/> viii. Firearms and Ammunition Ordinance, Cap 238	<input type="checkbox"/> ★ Staff no.	Licence for Possession (Security Guard) (PoI.661(s)(Rev. 2005))	<input type="checkbox"/> ★ HKID no.	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ Date joined company	<input type="checkbox"/> ★ Date of birth	<input type="checkbox"/> ★ SPP no.	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ SPP expiry date (Type C)	<input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)	<input type="checkbox"/> ★ Completion date of basic training for Type II security work	<input type="checkbox"/> ★ Total no. of SPP holders (Type C)
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5.	<p><u>Latest list of cash escort vehicles ★ including following information)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> i. List of cash escort vehicles</td> <td style="width: 50%;"><input type="checkbox"/> ii. Copy of permits of cash escort vehicles</td> </tr> <tr> <td><input type="checkbox"/> iii. Copy of third party risk insurance policy</td> <td><input type="checkbox"/> iv. Vehicle examination report (passed) and repair notice</td> </tr> </table>	<input type="checkbox"/> i. List of cash escort vehicles	<input type="checkbox"/> ii. Copy of permits of cash escort vehicles	<input type="checkbox"/> iii. Copy of third party risk insurance policy	<input type="checkbox"/> iv. Vehicle examination report (passed) and repair notice																
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6.	<p><u>Copy of valid employees' compensation insurance policy</u></p> <p><u>(★ including following information, written explanation is required if failing to submit)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> <td style="width: 50%;"><input type="checkbox"/> ★ Employees' compensation insurance for all employees</td> </tr> <tr> <td><input type="checkbox"/> ★ Insurance should cover any places in Hong Kong</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ Employees' compensation insurance for all employees	<input type="checkbox"/> ★ Insurance should cover any places in Hong Kong		<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)															
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7.	<p><u>Copy of valid public liability insurance policy</u></p> <p><u>(★ including following information, written explanation is required if failing to submit)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 100%;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> </tr> <tr> <td><input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident</td> </tr> <tr> <td><input type="checkbox"/> ★ Insurance should cover any places in Hong Kong</td> </tr> <tr> <td><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident	<input type="checkbox"/> ★ Insurance should cover any places in Hong Kong	<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)																
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8.	<p><u>Copy of valid cash fidelity insurance policy★ including following information, written explanation is required if failing to submit)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> ★ Insurance should cover any places in Hong Kong</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ Insurance should cover any places in Hong Kong	<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)																	
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9.	<p>Three personnel files of security staff recently employed★including following information and preferably with a "Personal Data" sign)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> i. Job application form</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> ii. Official employment contract</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance</td> <td style="padding: 2px;"><input type="checkbox"/> iv. Copy of security personnel permit</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> v. Notice of Commencement of employment of security personnel</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> vi. Training Certificate (please refer to Item 10 for details)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> vii. Initial Basic Training Course records on Type II security work (please refer to Item 11 for details)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> viii. Company vetting records ★ including following information)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person</td> </tr> </table>	<input type="checkbox"/> i. Job application form	<input type="checkbox"/> ii. Official employment contract	<input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance	<input type="checkbox"/> iv. Copy of security personnel permit	<input type="checkbox"/> v. Notice of Commencement of employment of security personnel		<input type="checkbox"/> vi. Training Certificate (please refer to Item 10 for details)		<input type="checkbox"/> vii. Initial Basic Training Course records on Type II security work (please refer to Item 11 for details)		<input type="checkbox"/> viii. Company vetting records ★ including following information)		<input type="checkbox"/> ★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)		<input type="checkbox"/> ★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work		<input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)		<input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person	
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10.	<p><u>Valid training certificates (for newly recruited security personnel since previous annual inspection) (QAIHT / QASRS)</u></p> <table style="width: 100%; border: none;"> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> i. Security personnel should successfully complete the training course approved by the SGSIA before deployment. The certificate issued upon completion of training is valid for a period of 3 years, or</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ii. Security personnel should successfully complete before deployment. The QAIHT is an internal training provided by the company itself (Only applicable to companies which have been granted QAIHT) (★ the company should provide following documents)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ List of trainers (all trainers must be approved by the Commissioner of Police)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ List of authorised persons (4 persons at most and must notify the Commissioner of Police)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> ★ Training manual</td> <td style="padding: 2px;"><input type="checkbox"/> ★ Course time table</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> ★ Test questions and answers</td> <td style="padding: 2px;"><input type="checkbox"/> ★ Attendance record</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)</td> </tr> </table>	<input type="checkbox"/> i. Security personnel should successfully complete the training course approved by the SGSIA before deployment. The certificate issued upon completion of training is valid for a period of 3 years, or		<input type="checkbox"/> ii. Security personnel should successfully complete before deployment. The QAIHT is an internal training provided by the company itself (Only applicable to companies which have been granted QAIHT) (★ the company should provide following documents)		<input type="checkbox"/> ★ List of trainers (all trainers must be approved by the Commissioner of Police)		<input type="checkbox"/> ★ List of authorised persons (4 persons at most and must notify the Commissioner of Police)		<input type="checkbox"/> ★ Training manual	<input type="checkbox"/> ★ Course time table	<input type="checkbox"/> ★ Test questions and answers	<input type="checkbox"/> ★ Attendance record	<input type="checkbox"/> ★ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)							
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11.	<p><u>Basic training information on three full working days concerning Type II security work</u></p> <table style="width: 100%; border: none;"> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> i. Training records of security personnel for three full working days before performing Type II security work</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ii. List of trainers (all trainers should be approved by the Commissioner of Police) (same format as that of staff list)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> iii. List of authorised persons (4 persons at most and must notify the Commissioner of Police)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> ★ Training manual</td> <td style="padding: 2px;"><input type="checkbox"/> ★ Course time table for three full working days</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> ★ Test questions and answers</td> <td style="padding: 2px;"><input type="checkbox"/> ★ Attendance record</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Notice of training</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> iv. List of and training information on fleet commanders or more senior officers (A letter of certificate should be provided if no training was made since previous annual inspection) (same format as that of List of employees at Item 4; security personnel should successfully complete the training course organised by company trainer before commencement of employment)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Training manual for fleet commanders or more senior officers</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Test questions and answers</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> ★ Attendance record</td> </tr> </table>	<input type="checkbox"/> i. Training records of security personnel for three full working days before performing Type II security work		<input type="checkbox"/> ii. List of trainers (all trainers should be approved by the Commissioner of Police) (same format as that of staff list)		<input type="checkbox"/> iii. List of authorised persons (4 persons at most and must notify the Commissioner of Police)		<input type="checkbox"/> ★ Training manual	<input type="checkbox"/> ★ Course time table for three full working days	<input type="checkbox"/> ★ Test questions and answers	<input type="checkbox"/> ★ Attendance record	<input type="checkbox"/> ★ Notice of training		<input type="checkbox"/> iv. List of and training information on fleet commanders or more senior officers (A letter of certificate should be provided if no training was made since previous annual inspection) (same format as that of List of employees at Item 4; security personnel should successfully complete the training course organised by company trainer before commencement of employment)		<input type="checkbox"/> ★ Training manual for fleet commanders or more senior officers		<input type="checkbox"/> ★ Test questions and answers		<input type="checkbox"/> ★ Attendance record	
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Security Company Licence (Type II Work) List and Guideline of Documents Required 【Annual Inspection】

12.	<u>Information on armoury checks</u> Please prepare the following documents for on-site inspection : <input type="checkbox"/> ★ Copy of Licence for Possession (Pol. 662(s)) <input type="checkbox"/> ★ Copy of firearms and ammunition register (last month) <input type="checkbox"/> ★ Maintenance record of firearms and ammunition (including dummy bullets) All documents of armoury recording the following items : <input type="checkbox"/> ★ Repair of firearms <input type="checkbox"/> ★ Other inventory <input type="checkbox"/> ★ Duty record at armoury <input type="checkbox"/> ★ Any unarmed staff members on duty making access to armoury
13.	<u>Assignment instructions and contingency plans (can be submitted on disc)</u> <input type="checkbox"/> Submission of up-to-date copies of assignment instructions and contingency plans
14.	<input type="checkbox"/> <u>Records of any personnel entering and leaving the control room (for the previous month)</u>
15.	<u>Instructions on the procedure of disposal of confidential documents</u> <input type="checkbox"/> According to the guidelines of the SGSIA : 【Confidential documents no longer required must be shredded before being discarded】
16.	<u>Commencement/ termination of employment of security personnel (since previous annual inspection)</u> <input type="checkbox"/> Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel
17.	<u>Occupational safety and health</u> <input type="checkbox"/> ★ Location, facility and measures of loading/ unloading ammunition (with photos and copies of documents) <input type="checkbox"/> ★ Details of personal protective gear such as bullet-proof vest and helmet

For details, please refer to the 【Security and Guarding Services Ordinance, Cap.460】 and
【Matters to which the Security and Guarding Services Industry Authority
Shall Have Regard When Determining an Application for a Security Company Licence】

Useful Web Sites

Security and Guarding Services Industry Authority : <http://www.sb.gov.hk/eng/links/sgsia/index.htm>

Office of the Privacy Commissioner for Personal Data, Hong Kong : <http://www.pcpd.org.hk/eng/index.html>

InfoSec : <http://www.infosec.gov.hk/english/main.htm>