

Security Company Licence (Type I Work) List and Guideline of Documents Required (Annual Inspection)

Additional documents (applicable to companies providing CAMS service)

<p>A) <u>Up-to-date list of CAMS staff</u> (preferably labeled with "Personal Data")</p> <p>CAMS staff list</p> <p><u>(Must include the following 11 items. Names should be arranged in temporal order, with employees joining the company earlier listed out first)</u></p> <p>(1) <input type="checkbox"/> Serial no. (2) <input type="checkbox"/> Name (3) <input type="checkbox"/> HKID no. (4) <input type="checkbox"/> Date of birth (5) <input type="checkbox"/> Date joined company (6) <input type="checkbox"/> Post (7) <input type="checkbox"/> SPP no. (8) <input type="checkbox"/> SPP expiry date (9) <input type="checkbox"/> Completion date of valid security training course (QAS / QAIHT) (10) <input type="checkbox"/> Completion date of <u>Training for Central Alarm Monitoring Station (CAMS) Operators</u> (11) <input type="checkbox"/> Total no. of SPP holders (CAMS)</p>
<p>B) <u>Up-to-date list of clients</u></p> <p><u>(must include the following six pieces of information)</u></p> <p>(1) <input type="checkbox"/> Serial no. (2) <input type="checkbox"/> PIN of alarm (3) <input type="checkbox"/> Name of client (4) <input type="checkbox"/> Address of security system devices / repair and maintenance (5) <input type="checkbox"/> <u>Name, phone no. and post</u> of contact person of your company (6) <input type="checkbox"/> Total no. of clients</p>
<p>C) <u>CAMS entry and exit log book</u></p> <p><input type="checkbox"/> From ____ (year) ____ (month) ____ (day) to ____ (year) ____ (month) ____ (day)</p>
<p>D) <u>CAMS duty list (duty record of CAMS operators)</u></p> <p><input type="checkbox"/> From ____ (year) ____ (month) ____ (day) to ____ (year) ____ (month) ____ (day)</p>
<p>E) <u>Training for Central Alarm Monitoring Station (CAMS) Operators</u></p> <p><input type="checkbox"/> CAMS operators should have successfully completed the <u>Training for Central Alarm Monitoring Station (CAMS) Operators</u> before deployment. Submission of the following information is also required:</p> <p><u>Training courses provided by outside institutions:</u></p> <p>(1) <input type="checkbox"/> Certificate obtained by staff upon completion of training course <u>OR</u></p> <p><u>Internal training courses:</u></p> <p>(1) <input type="checkbox"/> List of trainers (2) <input type="checkbox"/> Training manual (3) <input type="checkbox"/> Course time table (4) <input type="checkbox"/> Test questions and answers (5) <input type="checkbox"/> Attendance record</p>

Notes

- (1) With effect from 27 December 2006, all employees deployed to operate a CAMS must undergo and pass the above **Training for Central Alarm Monitoring Station (CAMS) Operators** in addition to the 16-hour initial basic training (as prescribed in (l)(m) of "Matters to which the Security and Guarding Services Industry Authority shall have regard when determining an application for a security company licence") before performing related operational duties. The duration and contents of the course should be no less than those prescribed in this course profile.
- (2) For details, please refer to the **Security and Guarding Services Ordinance (Cap.460)**, **Matters to which the Security and Guarding Services Industry Authority Shall Have Regard When Determining an Application for a Security Company Licence**, and the website of SGSIA: <http://www.sb.gov.hk/chi/links/sgsia/index.htm>