

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

Additional documents (applicable to corporations providing armed security guarding services)

A) Up-to-date list of employees (preferably labeled with "Personal Data")

- (a) List of trainers (b) List of vault staff (c) List of authorised persons
(d) Firearms and Ammunition Ordinance, Cap. 238, Licence for Possession (Security Guard) (Pol.661(s) (Rev.2005))

(Must include the following ten pieces of information. Names must be arranged in temporal order, with employees joining the company earlier listed out first)

- (1) Serial no. (2) Name (3) HKID no. (4) Date of birth (5) Date joined company (6) Post
(7) SPP no. (8) SPP (Type C) expiry date
(9) Completion date of valid security training course (QAS/ QAIHT)
(10) Total number of SPP (Type C)

B) Information on armoury checks

Please prepare the following documents for on-site inspection:

- (1) Copy of Licence for Possession (Pol. 662(s))
(2) Copy of firearms and ammunition register (the previous month)
(3) Maintenance record of firearms and ammunition (including dummy bullets)

All documents of armoury recording the following items:

- (1) Repair of firearms (2) Duty record at armoury
(3) Any staff members (other than those on duty at armoury) making access to armoury

C) Occupational safety and health

(If no changes have been made since the previous inspection, a letter of declaration can be submitted)

- (1) Location, facility and measures of loading / unloading ammunition (with photos and copies of documents)
(2) 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)**, **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>