

12) **Copy of valid public liability insurance policy (If a security company licence is still in the process of application, letter of declaration can be submitted in lieu of insurance policy)**
(insurance policy must include the following four pieces of information)

(1) The licensee's company must be the insured (2) The compensation should be at least HK\$10,000,000 per incident
(3) Insurance should cover all sites where services are provided
(4) Nature of business (the company should be insured for the extent of its business subject, which includes **Security guarding services**)

13) **Sample of assignment instructions (with index and page number)**
must include the following 12 pieces of information

(1) Name of the company (2) Address of the property (3) Fire Precautions (4) Crime Prevention
(5) Actions taken in emergency (6) Guard Patrol Procedures (7) Access Control Procedures
(8) Guard Control Systems (Patrol Management System) (9) Security System Operation Procedures
(10) Teleprotection system (11) Handling of complaints about noise or other issues (12) Other Special Instructions (if applicable)

14) **Sample of personnel files (preferably labeled with "Personal Data")**
Must include the following eight items

(1) Job application form (2) Official employment contract
(3) Statement in relation to Personal Data (Privacy) Ordinance (4) Copy of security personnel permit
(5) Training Certificate (QAS / QAIHT certificate) (6) Company vetting records
(7) Notice of Commencement of employment of security personnel
(8) Medical Examination report (for security personnel aged 65 or above)

★ **Company vetting records must include the following five items:**

(1) Confirmation of employment history: the company must check whether the employment history provided by the job applicant is true and correct (all employment records for the past three years)
(2) Conducting reference or character checks: requiring each applicant to provide two non-relative referees along with their full **names**, **residential addresses**, relationship and telephone numbers, so that the company may enquire about the applicant's past **performance**, **integrity** and **suitability of doing security work**
(3) Verification of residential address (such as any public utilities, bills, bank statements and phone statements etc)
(4) Verification of security personnel permit revoked list from Police Licensing Office website
(5) Date, method of vetting, name and post of the vetting person

15) **Sample of contingency plans - required for working out contingency plans of the following situations and hazards**

(1) Fire (2) Typhoon (3) Red and black rainstorm warning signals (4) Other Special Instructions (if applicable)

16) **Uniforms of security personnel and samples of staff ID card for verification (Please be reminded that all uniforms and staff ID cards must be approved by the Security Companies Inspection Unit, Hong Kong Police Force)**
(If a security company licence is still in the process of application, letter of declaration can be submitted in lieu of licence)

Sample of Uniform (including uniforms for various seasons and ranks):
Colour photos showing the (1) front (2) side (3) back view of the uniform (4) brief notes on colour / style
 Company logo, badge or name plate in close-up colour photos iii) Sample staff ID card

17) **Samples of all relevant records and registers**

(1) OB (2) supervisory records (3) teleprotection records (4) visitor registers
(5) other records and registers (if applicable)

Supervisory records (by the supervisor from an off-site location)

i. A minimum of one visit on each shift per week if teleprotection system is available; if otherwise, one visit on each shift daily
ii. (1) Date (2) Time and (3) Name and post of the patrol officer shall be clearly stated on all records of supervisory patrol

Teleprotection - All teleprotection must be conducted and recorded according to the instructions issued by the SGSIA

18) **Instructions on the procedures of disposal of confidential documents**

(1) classification of confidential documents (2) Storage of confidential documents
(3) Name and post of staff who rules that the confidential documents are no longer required
(4) Handling of confidential documents no longer required (according to the guidelines of the SGSIA, these documents must be shredded before being discarded)

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>

Only applicable to companies which have been granted QAIHT internal training:

A) Regarding security personnel who have successfully completed QAIHT before deployment, please provide:

(for companies which apply for QAIHT)

(must include the following seven items)

- (1) List of trainers (all trainers must be approved by the Commissioner of Police) and their job application forms
- (2) List of authorised persons (4 persons at most. Commissioner of Police must be notified)
- (3) Training manual (4) Course time table (5) Test questions and answers (6) Attendance record
- (7) Notice of employment and training (Pages 1 and 2 of QAIHT form 1)