

## **Common Omissions by Security Companies (Type I Security Work)**

### **Omissions**

#### **Company Background**

- 1) Failing to report changes of name, address or director of company to the Security and Guarding Services Industry Authority (“SGSIA”).
- 2) Failing to notify the Commissioner of Police (“*The Commissioner*”) in writing of any criminal proceedings against the controller(s), director(s) and senior executive(s), and all security personnel permit (“SPP”) holders of the company within 14 days after the licensee has become aware of the institution of such proceedings in accordance with the licence conditions.
- 3) Lacks proof of sound financial background to demonstrate sufficient working capital for the company’s continuous operation.

#### **Insurance**

- 1) Failing to purchase Employees’ Compensation Insurance and Public Liabilities Insurance as specified in the Matters to which the Security and Guarding Services Industry Authority shall have regard when determining an application for a Security Company Licence (“Matters”) including:
  - (a) The licensee’s company must be the insured;
  - (b) Insurance should cover all sites where security services are provided;
  - (c) Employees’ Compensation Insurance should cover all employees (the compensation should be at least HK\$100 million per incident for 200 persons or less, and at least HK\$200 million per incident for more than 200 persons).
  - (d) The company should purchase a minimum of HK\$10 million per incident for public liabilities; and
  - (e) The company should be insured for the extent of its business subject.

#### **Premises**

- 1) Operating a security company from a place of business that is not commensurate with the scale and nature of operations.

#### **Personnel**

- 1) Failing to give written notification to the Commissioner (Police Licensing Office) within 14 days for commencement / termination of employment of persons to do security work.
- 2) Supplying a Category ‘A’ SPP holder to work in a place other than a single private residential building.
- 3) Supplying an individual to do security work whilst the individual does not possess a valid permit for that type of work.
- 4) The SPP holder must not work over 372 hours per month and not normally work over 12 hours per day.
- 5) Failing to conduct adequate staff vetting before deployment of security personnel.
- 6) Failing to conduct SPP validity check before deployment of security personnel (e.g. Check the SGSIA’s website).

#### **Supervision**

- 1) Failing to conduct supervision patrols as specified in the Matters. (i.e. a company must supervise all sites through a minimum of one visit per shift per week by the supervisor from an off-site location if teleprotection is available, and one visit per shift if otherwise).

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- 2) The supervision patrol is not conducted by the supervisor from an off-site location.
- 3) Failing to maintain proper supervision patrol record.
- 4) Failing to properly maintain occurrence book at every duty post.
- 5) Failing to properly record and investigate all incidents.
- 6) Failing to maintain assignment instructions and contingency plans at every duty post.

### **Training**

- 1) Failing to provide the requisite 16-hour basic training to security personnel or ensure the security personnel possessing a valid QAS certificate prior to being deployed on operational duties.
- 2) Failing to provide the requisite relevant training to security personnel prior to being deployed on Central Alarm Monitoring Station (CAMS) duties.
- 3) Failing to properly record the results of employees' training (e.g. QAS Certificate and CAMS training) in their respective personnel files.

### **Teleprotection**

- 1) Failing to perform adequate teleprotection.
- 2) Failing to make proper teleprotection record.
- 3) Failing to comply fully with the requirements of computerized teleprotection as laid down in the Matters. (e.g. computerized teleprotection may only be carried out through a control room or a Central Alarm Monitoring Station).

### **Uniform**

- 1) Wearing of uniform the design of which had not been previously approved by the Commissioner (Security Companies Inspection Unit).

### **Control Room (if any)**

- 1) Failing to construct a control room as specified in the Matters.
- 2) Failing to man the control room at all times during operating hours of the company.

### **Central Alarm Monitoring Station (if any)**

- 1) Failing to construct a central alarm monitoring station as specified in the Matters.
- 2) Failing to man a central alarm monitoring station by a minimum of 2 persons on a daily basis.

### **Armoury (if any)**

- 1) Failing to comply fully with the requirements as laid down in the Firearms and Ammunition Ordinance, Cap 238. (Example: failing to comply with arms licence condition to notify the Commissioner of any change of address and apply to the Commissioner for amendment of the licence within 48 hours contrary to S. 23 of Cap. 238).

For enquiries, please refer to the SGSIA website: <http://www.sb.gov.hk/eng/links/sgsia/index.htm> or contact SCIU at 2194 6424.