

Common Omissions by Security Companies (Type II 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 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 an individual to do security work whilst the individual does not possess a valid permit for that type of work.
- 3) The SPP holder must not work over 372 hours per month and not normally work over 12 hours per day.
- 4) Failing to conduct adequate staff vetting before deployment of security personnel.
- 5) Failing to conduct SPP validity check before deployment of security personnel (e.g. Check the SGSIA’s Website)

Training

- 1) Failing to provide the requisite 16-hour basic training to security personnel prior to being deployed on operational duties.

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- 2) Failing to provide the requisite 3-day vehicle crew training to security personnel prior to the deployment of vehicle crew duties.
- 3) Failing to properly record the results of employees' training (e.g. vehicle crew training) in their respective personnel files.

Uniform

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

Control Room

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

Armoury

- 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).

Vaults and Vaulting Area

- 2) Failing to construct a vault / vaulting area as specified in the Matters.

Security Transit Vehicle

- 1) Failing to comply fully with the structure requirements as specified in the Matters.
- 2) Using a non-security transit vehicle to perform Type II security work.

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