

Unit of Competency

Functional Area: Operations Management

Title	Apply workplace security procedures
Code	105173L2
Range	This unit of competency is applicable to practitioners in the import and export industry to apply security procedures in workplace including office, factory or warehouse, where people are employed
Level	2
Credit	2 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of workplace security <ul style="list-style-type: none"> • Describe workplace security procedures • Describe the processes of checking security equipment and facilities 2. Carry out workplace security procedures <ul style="list-style-type: none"> • Monitor personnel and goods entering and exiting worksites • Carry out surveillance of work areas • Carry regular checking of security/safety equipment and facilities • Identify and report breaches of security and/or the incident • Act in accordance with workplace security guidelines • Complete required reports to complete security records or document the security incidents
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of carrying out workplace security procedures • Capable of completing required reports
Remark	