

Unit of Competency

Functional Area: Operations Management

Title	Establish and implement security plans in workplace
Code	105290L4
Range	This unit of competency is applicable to practitioners in the import and export industry to assess security risks and develop security plans in workplace including office, factory, or warehouse where people are employed. The tasks also involve the implementation of workplace place security plans and the assessment of staff competence in workplace security.
Level	4
Credit	7 (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 security standards, e.g., Freight Security Requirements (FSR) of Transported Asset Protection Association (TAPA), Security Recommendations of Customs-Trade Partnership Against Terrorism (C-TPAT), World Customs Organization Framework of Standards to Secure and Facilitate Global Trade (SAFE) • Use a range of skills to assess security risks • Use a range of skills to develop and implement workplace security plans • Use a range of skills to assess staff competence in workplace security 2.1. Assess security risks <ul style="list-style-type: none"> • Review records of security breaches • Assess potential risks to the security of stock, personnel, facilities, and equipment • Assess relative risks from a range of sources • Determine the adequacy of insurance cover • Determine the adequacy of physical protection • Access methods to prevent the occurrence of security breach 2.2. Develop workplace security plans <ul style="list-style-type: none"> • Define company security policies and identify security strategies • Define duties and responsibilities of staff members performing workplace security • Develop security measures to ensure workplace security • Establish award and penalty systems • Develop course of actions to be done • Develop contingency plan • Establish workplace security guidelines 2.3. Implement workplace security plans <ul style="list-style-type: none"> • Estimate required resources to implement security plans • Obtain required resources to implement security plans • Identify expected difficulties and provide solutions • Determine implementation schedule • Implement security plans • Implement award and penalty systems 2.4. Assess staff competence in workplace security <ul style="list-style-type: none"> • Determine the staff performance standards • Collect and analyse data to identify the gap between actual and standard performance • Provide trainings to enhance staff competence on workplace security • Establish the award and penalty arrangement to facilitate the meeting of performance standards 3. Review workplace security plans <ul style="list-style-type: none"> • Accurately collect and record feedbacks • Regularly review the security plan • Make recommendations for improvement

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of assessing security risks and requirements• Capable of developing workplace security plans• Capable of implementing workplace security plans• Capable of assessing staff competence in workplace security• Capable of reviewing workplace security plans
Remark	