Specification of Competency Standards for the Import and Export Industry

Unit of Competency

Functional Area: Warehousing and Logistics

Title	Manage goods security
Code	105347L6
Range	This unit of competency is applicable practitioners in the import and export industry who take active roles in managing security procedure for transporting high-risk goods. Practitioners should be capable of fulfilling the relevant security standards, codes, and regulatory requirements covering the management of security procedures.
Level	6
Credit	8 (for reference only)

Competency	Performance Requirement
	1. Relevant knowledge of security procedures
	  • Describe the special precautions, security procedures and potential risks
	  • Describe the special precautions and procedures, and nature of risk for transporting high risk goods
	  • Describe the principle of security systems
	  • Describe the requirement of licences and permits for transport route
	  • Describe local and global security criteria (e.g., CTPAT)
	  • Describe the local and global environmental, health and safety regulatory requirements
	  • Describe company's goods handling requirements
	  • Describe the operations and workflows of logistics and related industries
	  • Describe company security policies and procedures, relevant standards, codes, and regulatory requirements
	2.1. Assess security risks
	  • Review records of thefts, damage and security breaches to identify past security incidents
	  • Assess of potential risks to the security of facilities, equipment, stock, personnel, and information
	  • Critically evaluate risks from a range of sources with existing security measures
	  • Note discrepancies between current security processes and identified risk
	2.2. Specify security requirements
	  • Make adjustments and decisions to procedures and equipment based on risk assessment
	  • Document security arrangements and establish implementation strategies
	  • Prepare finalised security plan and circulate for feedback
	  • Respond feedback and questions from stakeholders and incorporate in the plan
	2.3. Design and implement security plan
	  • Identify goods for transport, return, dispose according to company requirements and goods features
	  • Plan transport schedule details, special precautions and procedures, and nature of risk with loaders, supervisory staff, and line managers
	  • Obtain and confirm appropriate licences and permits for transport route or transfer site
	  • Critically assess potential risks or hazards to manage risk
	  • Check collected information collected with relevant workplace procedures and regulatory framework
	  • Obtain authorisations or approvals for activities requiring special approval or workplace procedure changes
	  • Communicate security procedures to relevant personnel
	  • Identify priorities for implementation and inform relevant personnel
	  • Identify competency needs for the work, allocate, train and assess staff to meet the needs
	  • Obtain and allocate facilities and equipment
	  • Organise workplace equipment and personnel to meet the needs
	  • Trial and amend security policies and procedures to improve security performance
	  • Apply communication methods to explain operating procedures and methods to relevant personnel
	2.4. Co-ordinate responses on emergencies
	  • Co-ordinate security incidents with reference to the security plan
	  • Observe and report potential security risks with reference to the security plan
	3. Monitor and review system performance
	  • Categorise and collate security reports
	  • Compare reports to identify any trends in breaches
	  • Collect relevant information to evaluate the current security performance
	  • Modify security requirements to cope with changes in internal and external business environment
	  • Modify security plans and procedures to rectify any identified gaps

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of applying knowledge of security procedures • Capable of assessing security risks • Capable of specifying security requirements and establishing implementation strategies • Capable of designing the security procedures and system performance • Capable of identifying risks and hazards and planning work to minimise risks • Capable of monitoring and reviewing security performance
Remark	This UoC is adapted from the Logistics UoC LOCUSS601A