

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Smart Logistics

Title	Execute security work for electronic documents of the logistics industry
Code	LOCUEL204B
Range	This unit of competency is applicable to logistics related companies. Practitioners should be capable to execute electronic security work as required when handling or exchanging electronic documents or in daily operation, so as to assure the security and confidentiality of the electronic documents.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of security for electronic documents</p> <ul style="list-style-type: none"> <li>• Understand the documents and data of the company that need electronic security</li> <li>• Understand data and documents of the logistics industry that need to be handled by electronic security</li> <li>• Understand the legal responsibilities of handling different kinds of electronic documents</li> <li>• Understand possible consequences and losses caused by security loopholes</li> <li>• Understand the security system of the company</li> <li>• Understand the necessity of information security</li> <li>• Understand the electronic data security procedures of the company, for example, to assure whether: <ul style="list-style-type: none"> <li>○ The electronic data or documents from relevant units are received in full</li> <li>○ The electronic data or documents from relevant units are correctly received</li> <li>○ The electronic data or documents from relevant units need confirmation upon receipt</li> <li>○ Data encryption is needed</li> <li>○ The electronic data or document are securely saved</li> <li>○ The electronic data are securely exchanged or shared</li> </ul> </li> </ul> <p>2. Execute security work for electronic documents</p> <ul style="list-style-type: none"> <li>• Execute security work for electronic documents according to the company's security procedures for electronic documents when handling or exchanging electronic documents and data</li> <li>• Ensure that the staff who execute security procedures for electronic documents are authorised personnel</li> <li>• Ensure all the staff can comply with the application and usage of programs of electronic files/equipment</li> <li>• Check and update regularly on the firewall and security system to ensure the most updated version used</li> <li>• Execute emergency system protection, inspection and prevention while irregularity found</li> <li>• Provide backup filing for the company to minimise risk</li> <li>• Update regularly the password or security program</li> <li>• Study regularly the update procedures for the security of electronic documents</li> <li>• Proceed regular electronic security and contingency drills</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable to assure the security and confidentiality of electronic documents and data when handling them.</li> </ul>
Remark	This UoC is adopted from the Logistics UoCs LOCUEL206A and LOCUEL212A