Functional Area - Smart Logistics

Title	Design electronic document security system and procedures for the logistics industry
Code	LOCUEL402B
Range	This unit of competency is applicable to relevant logistics enterprises. Practitioners should be able to design electronic document security systems and procedures in the logistics industry according to the needs of individual companies and the specific requirements of relevant business partners, and analyse and design electronic security tasks required for processing and exchanging electronic documents or daily operations
Level	4
Credit	6 （For Reference Only）

Competency	Performance Requirements
	1. Possess the knowledge relevant to electronic document security technology
	
	• Understand relevant legal responsibilities of various types of electronic document/data
	• Understand the new development and trend of system
	• Understand the system scope of the company
	• Understand strengths and weaknesses of popular electronic document/data security technologies, including:
	   o Different electronic document encryption technologies
	   o Security technologies for the network within the office
	   o Security technologies for distance access and Virtual Private Network(VPN)
	   o Security technologies for using the Internet
	   o Anti-virus technologies
	   o Backup and recovery of electronic documents and server data
	   o Updated development of security issues and emerging virus
	• Understand the workflow of logistics and requirements for circulation and confidentiality of the data involved
	• Understand the level and area of protection for various types of electronic document/data in the operation of the enterprise:
	   o Confidentiality - no access to the content of data assets by inappropriate members
	   o Integrity - the content of data assets should remain intact
	   o Availability - data assets should be available all the time
	• Understand the new development technologies with their pros and cons like Blockchain, etc
	• Understand the electronic documents requirement among the e-Commerce transaction with legal obligation from each parties among the trade
	
	2. Design electronic document security system and procedures
	
	• Ensure to meet the security requirement of the company
	• Base on daily logistics operation of the enterprise to assess the risks and influence of various types of data assets on the overall business of the enterprise
	• Base on the risk assessment to analyse the demand for electronic document/data security
	• Base on the demand for electronic document/data security and relevant business partners' special security requirements to assess the suitability of various types of electronic security technologies, and design the electronic document/data security procedures and electronic security system for the enterprise
	• Preset the authority levels of internal and external employees according to the company's policy

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

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Carry out employee training and awareness of safety issues in accordance with company policies
Develop emergency plans and back them up to deal with emergencies
Provide the company with the latest potential risks for preventive settings
Based on emerging viruses and attacks, establish new security rules and procedures through the application of new technologies
Analyse the potential risks faced by the company and propose preventive measures and procedures
Review regularly the current level of security on the global situation and technological changes

3. Review the e-document security system and procedures

Review the e-document security procedures to ensure that the procedures meet with the security requirements
Regularly review on the changing business environment and identify new security requirements
Evaluate and adopt new security technologies to ensure the safety of security system

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<td>Assessment Criteria</td>
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The integrated outcome requirement of this unit of competency are:

Capable to analyse the electronic document/data security procedures according to the actual situation of the enterprise and relevant business partners' special requirements so as to ensure confidentiality, integrity and availability of the electronic document/data when processing them;
Capable to assess the risks and impacts of various electronic data assets on the overall business of the enterprise, and analyse the security needs of various electronic documents/data; and
Capable to design the company's electronic document/data security procedures and electronic security system according to the security requirements of various electronic documents/data

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<td>This UoC is adopted from the Logistics UoCs LOCUEL402A and LOCUEL407A</td>
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