Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Design electronic document security system and procedures for the logistics industry
2. Code	LOCUEL402A
3. Range	This unit of competency is applicable to relevant units of the logistics industry. Practitioners should be capable to analyze and design electronic security work as required for electronic document processing and exchange or daily operation according to the needs of individual companies and special requirements of relevant business partners.
4. Level	4
5. Credit	6（for reference only）
6. Competency	**Performance Requirements**

6.1 Knowledge relevant to electronic document security technology

♦ 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:

- Confidentiality - no access to the content of data assets by inappropriate members
- Integrity - the content of data assets should remain intact
- Availability - data assets should be available all the time
- Understand relevant legal responsibilities of various types of electronic document/data

		♦	Understand strengths and weaknesses of popular electronic document/data security technologies, including:
			• Different electronic document encryption technologies
			• Security technologies for the network within the office
			• Security technologies for distance access and Virtual Private Network(VPN)
			• Security technologies for using the Internet
			• Anti-virus technologies
			• Backup and recovery of electronic documents and server data
	6.2	Design electronic document security system and procedures	♦ 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 analyze 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

7. Assessment Criteria	The integrated outcome requirement of this unit of competency are:
	(i) Capable to analyze 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;
	(ii) Capable to analyze the security demand for various types of electronic document/data and compile risk assessment reports; and
	(iii) Capable to analyze the security demand for various types of electronic document/data, compile security procedures and recommend suitable electronic security system.
8. Remarks	