

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Execute security works for electronic documents
2. Code	LOCUEL212A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of executing 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.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Basic knowledge of security for electronic documents</p> <ul style="list-style-type: none"> • Understand the documents and data of the company that need electronic security • Understand data and documents of the logistics industry that need to be handled by electronic security • Understand the legal responsibilities of handling different kinds of electronic documents • Understand possible consequences and losses caused by security loopholes • Understand the electronic data security procedures of the company, for example, to assure whether : <ul style="list-style-type: none"> ○ The electronic data or documents from relevant units are received in full ○ The electronic data or documents from relevant units are correctly received ○ The electronic data or documents from relevant units need confirmation upon receipt ○ Data encryption is needed ○ The electronic data or document are securely saved ○ The electronic data are safely exchanged or shared <p>6.2 Execute security work for electronic documents</p> <ul style="list-style-type: none"> • Execute security work for electronic documents according to the company's security procedures for electronic documents when handling or exchanging electronic documents and data • Ensure that the staff who execute security procedures for electronic documents are approved personnel • Update regularly the password or security programme • Study regularly the update procedures for the security of electronic documents
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of assuring the security and confidentiality of electronic documents and data when handling them
8. Remarks	This UoC is adapted from the Logistics UoC LOCUEL206A