

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Design electronic document security systems and procedures for the logistics industry
2. Code	LOCUEL407A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of analysing and designing electronic security work as required for electronic document processing and exchange or daily operations according to the security needs of individual companies and special security requirements of relevant business partners.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge relevant to electronic document security technology</p> <ul style="list-style-type: none"> • 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 operations of the company: <ul style="list-style-type: none"> ○ Confidentiality - deny access to the content of data assets by unauthorised users ○ 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: <ul style="list-style-type: none"> ○ 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 <p>6.2 Design electronic document security systems and procedures</p> <ul style="list-style-type: none"> • Identify company security requirements • Base on daily logistics operations of the company to assess the risks and influence of various types of data assets on the overall business of the company • 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 systems for the company <p>6.3 Review electronic document security systems and procedures</p> <ul style="list-style-type: none"> • Conduct review on the electronic document security procedures to ensure security requirements are met • Assess changing business environment on a regular basis and identify new security requirements • Evaluate and adopt new security technology to ensure system security

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7. Assessment Criteria	The integrated outcome requirement of this unit of competency are: <ul style="list-style-type: none">• Capable of analysing the electronic document /data security procedures according to the actual situation of the company and relevant business partners' special requirements so as to ensure confidentiality, integrity and availability of the electronic document /data when processing them• Capable of analysing the security demand for various types of electronic document/data and compiling risk assessment reports• Capable of analysing the security demand for various types of electronic document/data, compiling security procedures and recommending suitable electronic security system• Capable of conducting review on a regular basis
8. Remarks	This UoC is adapted from the Logistics UoC LOCUEL402A