

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

Functional Area - Supply Chain Management

Title	Develop logistics management business continuity plans
Code	111320L5
Range	This unit of competency (UoC) is applicable to the logistics management staff in retail shops. It requires creativity and judgement. Practitioners have the ability to lead the team to formulate the logistics management business continuity plans and ensure that the goods can be delivered to the retail points on time.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of business continuity</p> <ul style="list-style-type: none"> <li>• Master the business development of the organisation</li> <li>• Understand the importance of logistics management business continuity plans</li> <li>• Master knowledge of risk management, such as: <ul style="list-style-type: none"> <li>○ Types of risk</li> <li>○ Analysis of risk factors</li> <li>○ Plans for controlling and solving risks</li> </ul> </li> <li>• Master the corporate business continuity and operation recovery plan</li> </ul> <p>2. Develop logistics management business continuity plans</p> <ul style="list-style-type: none"> <li>• Formulate a logistics management business continuity plans</li> <li>• Perform business impact analysis to: <ul style="list-style-type: none"> <li>○ Ensure that the retail points maintain operation</li> <li>○ Ensure that the delivery of goods or services are not interrupted</li> <li>○ Assess the potential loss</li> </ul> </li> <li>• Evaluate the possible causes of delivery interruption, e.g.: <ul style="list-style-type: none"> <li>○ Warehouse floods, fires, and other possible natural disasters</li> <li>○ Communication interruptions</li> <li>○ Epidemic disease</li> <li>○ Road blockage</li> </ul> </li> <li>• Evaluate the internal resources for business continuity, such as manpower, communication, means of transport, etc.</li> <li>• Confirm the external resources for the logistics management business continuity plans, e.g. supplier, government public services, etc.</li> <li>• Establish continuity / recovery plan procedures to ensure business continuity, including the job duties and responsibilities of respective staff members</li> <li>• Review the effectiveness of the logistics management business continuity plans, and make improvements when necessary</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Protect the overall interests of the organisation, clients and business partners</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Carry out an overall business analysis and develop a logistics management business continuity plan;</li> <li>• Identify different types of interruption and formulate appropriate solutions; and</li> <li>• Review and improve the business continuity plans.</li> </ul>

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

Functional Area - Supply Chain Management

Remark	This UoC is adopted from 104991L5. The UoC title in Chinese is revised.
--------	---