



Australian Government

AVIO2012A Follow security procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to follow security procedures in the transport and logistics industries, including checking and maintaining the security of any goods and cargo; ensuring the security of any passengers, workplace personnel and visitors; identifying and reporting any security threats or situations; and completing all required security records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Persons achieving competence in this unit will need to fulfil the applicable security regulations and the relevant sections of a transport organisation's workplace security program and procedures.

Work is performed under some supervision generally within a team environment. It involves the application of an organisation's workplace security program and procedures and regulatory requirements to ensure that appropriate security procedures are followed when carrying out work activities in the transport, distribution, logistics and allied industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

- 1 Maintain security of goods and cargo (where applicable)
 - 1.1 Where applicable, goods and cargo are secured within specified locations, transport vehicles, vessels or aircraft as per workplace security procedures and applicable security regulations
 - 1.2 Seals, tamper proof packaging, locks and other security measures on goods or cargo are checked and maintained as per workplace security procedures
 - 1.3 Signs of pillaging, theft and interference are recognised and reported
 - 1.4 Signs of suspicious goods and cargo are recognised and reported promptly to designated personnel
 - 1.5 Any breaches of security requirements are reported promptly to designated personnel as per workplace security procedures
- 2 Maintain security of passengers, workplace personnel and visitors (where applicable)
 - 2.1 Where applicable, security checks of passengers, workplace personnel and visitors are carried out as per workplace security program and procedures and within limits of role and responsibilities
 - 2.2 Precautions and measures aimed at protecting the security of passengers, workplace personnel and visitors are followed as per workplace security requirements and applicable security regulations
 - 2.3 Signs of security threats are recognised and investigated as per workplace security requirements
 - 2.4 Signs of suspicious behaviour of passengers or other personnel are recognised and reported promptly to designated personnel
 - 2.5 Any breaches of security requirements for passengers, workplace personnel and visitors are reported promptly to designated personnel in accordance with workplace

procedures

- 3 Identify a security threat or situation
 - 3.1 Security threat or situation is promptly identified and assessed and response is prioritised in accordance with the workplace security program and procedures
 - 3.2 Implications of the security threat or situation are evaluated in accordance with workplace security program and procedures
 - 3.3 Relevant personnel are alerted to the security threat or situation as required within workplace security procedures and program
 - 3.4 Communications are maintained with relevant personnel to determine appropriate course of action
- 4 Respond to a security threat or situation
 - 4.1 Response to an identified security threat or situation is in accordance with workplace security procedures, received instructions, regulatory requirements and emergency response plan where relevant
 - 4.2 Security threats or incidents are handled appropriately in accordance with established response plan and within limits of responsibility and duty of care
 - 4.3 Responsibilities are fulfilled in accordance with the workplace security program and regulatory requirements
 - 4.4 Assistance is provided in controlling the site both prior to and following arrival of security and/or emergency services
 - 4.5 In the case of a security threat or emergency, assistance is provided to other staff and emergency services personnel conducting an initial survey of the scene
 - 4.6 Directions of the controlling security/emergency authority are followed and all possible assistance is provided in response to those directions
- 5 Maintain security records
 - 5.1 Records of security checks and precautions are kept as per workplace procedures
 - 5.2 Reports of security incidents or threats are completed in accordance with workplace requirements and applicable security requirements

Required Skills and Knowledge

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Applicable transport security legislation including relevant international, national, state and territory acts, regulations codes and/or guidelines
- Relevant workplace security program and policies and procedures for responding to security threats, situations and emergencies
- Relevant quarantine and bond regulations and requirements
- Relevant OH&S and environmental protection procedures and guidelines
- Security threats and incidents that may occur in transport, logistics and allied industries, and related roles and responsibilities of personnel when reporting them and responding to them
- Applicable measures for the securing of transport terminals, storage facilities, vehicles, trains, aircraft and/or vessels
- Signs of pillaging, theft and interference with goods, cargo and mail
- Signs of suspicious behaviour of passengers and other personnel
- Precautions and procedures aimed at protecting the security of passengers, workplace personnel and visitors
- Focus of operation of work systems, equipment, management and site operating systems when carrying out operations in the transport and logistics industries
- Security problems that may occur when carrying out operations in the transport and logistics industries and action that can be taken to address and resolve the problems
- Relevant documentation and reporting requirements
- Layout of worksite, vehicle, vessel, train or aircraft and operating procedures
- Procedures for operating any electronic communications equipment with required protocol

Required skills:

- Communicate effectively with others when following security procedures
- Read and interpret instructions, procedures, applicable regulatory requirements, labels, markings, ID cards and other information relevant to workplace security in the transport and logistics industries
- Complete required documentation and reports related to security procedures
- Work collaboratively with others when following security procedures
- Identify and solve and/or report problems that arise when following security procedures
- Modify activities depending on differing workplace contexts, risk situations and environments
- Adapt to differences in equipment, facilities, cargo and passengers
- Apply procedures for security checks and precautions as per limits of role and responsibilities
- Recognise signs of pillage, theft and interference with goods, cargo and mail
- Recognise signs of security threats and situations
- Promptly report and/or rectify any identified problems that may arise when following security

procedures in accordance with regulatory requirements and workplace procedures

- Follow security threat/incident response plan and procedures
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use relevant communications and other equipment required when following security procedures
- Select and use required personal protective clothing and equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and/or equipment, and/or
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through appropriately simulated activities at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Transport and logistics enterprises may involve:

- warehousing and distribution
- road transport
- rail transport
- aviation
- maritime
- freight forwarding and customs broking
- multimodal transport and logistics

Work may be conducted:

- in a range of work environments by day or night, including in large, medium or small transport terminals and storage facilities and on vehicles, trains, aircraft and vessels

Security procedures may be aimed at preventing or identifying:

- persons trespassing on security zones and restricted areas
- carriage or storage of prohibited goods
- the carriage of improvised explosive devices in cargo and mail
- smuggling of goods
- pillage, theft and interference with cargo, goods and mail
- acts or threats of terrorism
- hijacking of a vehicle, train, aircraft or vessel
- extortion
- assault
- fraud
- vandalism and graffiti

Security measures may include:

- security guards at access points and gates to secured areas
- locked doors, gates and fences
- use of personal electronic access cards
- recording of carrier and vehicle registration details at gates and checkpoints
- bag check points
- escorts for visitors in restricted areas
- access control into and out of restricted security areas
- use of ID cards
- video surveillance equipment
- X-ray screening of baggage, cargo and goods
- ETD screening of passengers, baggage, cargo and goods
- screening of passengers using handheld and walk through magnetometers

Communication in the work area may include:

- phone
- radio

- fax
 - email
 - electronic data transfer (EDI)
 - internet
 - oral, aural or signed communications
- Personal protection equipment may include:
- gloves
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing
- Depending on the organisation concerned workplace procedures may be called:
- standard operating procedures
 - company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Information and documents may include:
- Australian transport security legislation and regulations
 - Australian and international codes of practice and regulations relevant to the secure transport of passengers and the transfer and storage of cargo and goods
 - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
 - workplace security program and related policies and procedures
 - workplace standard operating procedures and policies
 - signs and instructions pertaining to security matters
 - operations manuals, job specifications and induction documentation
 - manufacturers specifications for equipment
 - tickets, labels, manifests, bar codes, and container identification/serial numbers (as applicable)
 - supplier and/or client instructions
 - dangerous goods declarations and material safety data sheets (where applicable)
- Applicable legislation, regulations and codes may include:
- Australian transport security legislation and regulations
 - Australian and international codes of practice and regulations relevant to the secure transport of passengers and the transfer and storage of cargo and goods
 - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
 - export/import/quarantine/bond regulations
 - relevant state/territory OH&S legislation

Unit Sector(s)

Competency field

O – Security