



Australian Government

DEFEO008 Follow security procedures

Release 1

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Modification History

Release	TP version	Comments
1	DEF12 V2	First release.

Unit Descriptor

This unit covers the competency required to follow security procedures in an explosive ordnance workplace environment, including but not limited to:

- training areas
- ranges
- operational areas
- warehousing and distribution points
- road, rail, aviation, and maritime transport
- freight forwarding and customs broking areas

It includes checking and maintaining the security of any goods and cargo; ensuring the security of workplace personnel and visitors; identifying and reporting any security threats or situations; and completing all required security records.

All aspects of the unit must be carried out in line with legislation, organisational policies and procedures, and security procedures.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit relates to all workers within an explosive ordnance workplace. While developed by Defence it is applicable to any individual in this field of work.

Typically these individuals must demonstrate the ability to work as individuals and as part of a team under direct and/or indirect supervision, use discretion and judgement, and take responsibility for the quality of their output.

All activities are carried out in accordance with relevant organisational and security policies and procedures.

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. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain security of goods and cargo	1.1 Where applicable, goods and cargo are secured within specified locations, transport vehicles, vessels or aircraft. 1.2 Seals, tamper proof packaging, locks and other security measures on goods or cargo are checked and maintained. 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 <i>designated personnel</i>.
2. Maintain security of workplace personnel and visitors	2.1 Where applicable, security checks of workplace personnel and visitors are carried out. 2.2 Precautions and measures aimed at protecting the security of workplace personnel and visitors are followed. 2.3 Signs of security threats are recognised and investigated. 2.4 Signs of suspicious behaviour of other personnel are recognised and reported promptly to designated personnel. 2.5 Any breaches of security requirements for workplace personnel and visitors are reported promptly to designated personnel.
3. Identify a security threat or situation	3.1 Security threat or situation is promptly identified and assessed and response is prioritised. 3.2 Implications of the security threat or situation are evaluated.

4. Respond to a security threat or situation

- 3.3 Relevant personnel are alerted to the security threat or situation as required.
- 3.4 **Communications** are maintained with relevant personnel to.
- 4.1 Identified security threat or situation is responded to.
- 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 Assistance is provided in controlling the site both prior to and following arrival of security and/or emergency services.
- 4.4 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.
- 4.5 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 maintained.
- 5.2 Reports of security incidents or threats are completed.

Required Skills and Knowledge

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

Required Skills

- apply explosive ordnance design principles
- read, access, interpret and apply technical instructions
- conduct risk and hazard assessment
- assess explosive ordnance for transportation
- apply operational safety
- conduct research
- analyse data
- communicate orally and in writing
- conduct liaison
- maintain complex documentation

Required Knowledge

- theory of explosive ordnance design
- characteristics and limitations of explosive ordnance
- explosive ordnance chemistry
- explosive ordnance physics
- explosive ordnance materials and structures
- risk and hazard assessment
- analysis techniques
- research techniques
- documentation requirements
- security requirements
- operational safety

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm the ability to apply security procedures within an explosive ordnance workplace.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated workplace security contexts.

Context of and specific resources for assessment**Context of assessment**

Competency should be assessed in the workplace or in a simulated work environment, in accordance with all relevant legislation and organisational requirements.

Specific resources for assessment

Access is required to:

- a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
- an appropriate range of relevant operational situations in the workplace
- relevant and appropriate materials and/or equipment, and/or
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Designated personnel may include:

- management
- security staff
- supervisors

Communication may include:

- electronic data transfer (EDI)
- email
- fax
- internet
- oral, aural or signed communications
- phone
- radio

Unit Sector(s)

Not applicable.