
Overview

This standard is about keeping the premises secure by being alert to security risks and following procedures for preventing, dealing with and reporting security risks and potential security risks.

Performance criteria

You must be able to:

P1 follow company procedures for securing premises, stock, cash and data

P2 notice when unlocked or unattended areas or items pose a security risk

P3 promptly report security risks to the **relevant person(s)**

P4 follow company procedures if someone acts suspiciously or if their behaviour is likely to pose a risk to you or others

P5 report any suspicion of theft to the **relevant person(s)**

P6 take action within your area of responsibility to minimise risk and maximise protection

P7 complete accurate reports of any security incidents

P8 act within company policy when dealing with suspected thieves and data breaches

Knowledge and understanding

You need to know and understand:

K1 current, organisational procedures, regulations, codes of practice and guidelines relating to identifying and reporting security risks and or potential security risks

K2 the types of security risk that can arise in your workplace

K3 the approved procedures and techniques for protecting your personal safety when security risks arise and how to prevent or stop violent behaviour safely and legally

K4 how and when:

K4.1 stock could be stolen or deliberately damaged

K4.2 cash/data could be stolen

K4.3 the police should be involved

K5 what the procedures are for keeping stock, premises, cash and data secure

K6 who to report security risks to, and how to contact them

K7 when and who to ask for help when a security risk or potential risk arises

K8 the legal definition of theft and the procedures to follow if you witness a theft

K9 company policies and procedures for maintaining security at all times

K10 company policy on the type of security systems and procedures used to protect the premises

K11 policy on the use of CCTV in the workplace

K12 how to complete a clear and accurate report providing details of any incidents you have noticed

Scope/range

1. **Relevant person(s)** include:

- 1.1. manager
- 1.2. supervisor
- 1.3. team leader
- 1.4. senior manager

Glossary

This section contains examples and explanations of some of the terms used but does not form part of the standard.

Action

Report to an appropriate authority, implement company procedures and make enquiries about unattended items.

Security Risks

To include unauthorised personnel, unattended items, entries/exits insecure, commercial/personal data

IMIVPO02

Follow procedures and identify and report security risks within a vehicle parts environment



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