
Overview

This standard is about the skills and knowledge needed for you to contribute to security planning and implementation in food and drink operations.

You will need the skills and knowledge to contribute to security planning and the implementation of contingency plans in the workplace. You need the skills and knowledge to identify potential security risks and then prepare options which will minimise the risk. You also need the skills and knowledge to plan ahead to consider the types of security risks and the possible effect on the business, people, products and premises.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in security planning and implementation in food and drink operations

Performance criteria

You must be able to: * *Evaluate security risks and prepare contingency plans**

1. identify realistic situations and circumstances in which security risks could occur
2. consult the relevant people in order to gather views on the identified circumstances and ways in which the risks can be minimised
3. prepare contingency plans and options including cost and resource implications to cope with the identified security risks and submit these for consideration by the relevant people
4. test out plans to ensure they will meet requirements
5. disseminate the approved contingency plans to the relevant people with sufficient information to ensure they can be implemented

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Monitor and maintain the security of the workplace

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6. monitor workplace security in accordance with requirements and accurately establish its effectiveness
7. identify potential security problems and rectify if possible within the limits of your own responsibility
8. make recommendations for improving security, substantiated by reasoned argument to the relevant people
9. identify breaches in security and deal with them according to organisational procedures
10. deal with emergency situations according to organisational, legal and health and safety regulations
11. check all necessary records are up to date, accurate and complete
12. maintain effective communication as appropriate throughout

Knowledge and understanding

You need to know and understand:

1. how to prepare contingency plans in suitable formats
2. how to disseminate contingency plans to ensure their implementation
3. what constitutes an emergency situation
4. confidentiality issues that could arise
5. the importance of testing out contingency plans
6. the importance of maintaining up to date procedures regarding security
7. security recording and reporting systems
8. the importance of monitoring security and improving where possible
9. how to communicate security requirements to relevant people
10. the importance of compliance with systems and legislation and the possible consequences of non compliance
11. training requirements for relevant personnel involved in contingency planning
12. organisational requirements to monitor and maintain security issues
13. how to identify security risks and to plan for their avoidance and minimisation
14. types of security risks encountered and how they should be minimised and dealt with
15. external threats to security and how they should be dealt with
16. how to identify security problems and relevant solutions
17. the risk assessment process and the importance of risk assessment
18. sources of information to improve security planning
19. how to evaluate security requirements for the organisation
20. the relevant legal and regulatory requirements and health and safety standards and instructions and what might happen if these are not met

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