
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.

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Performance

criteria

- You must be able to:
- P1 follow procedures for securing premises, stock and cash
 - P2 notice when unlocked or unattended areas or items pose a security risk
 - P3 promptly inform the relevant person about the security risk
 - P4 check how people are behaving and follow procedures when their behaviour is a risk to you, the premises or others
 - P5 note where theft may have occurred and report it to the relevant person
 - P6 take action within your area of responsibility to minimise risk and maximise protection
 - P7 complete accurate reports, where required, of any incidents that you have noticed
 - P8 act within company policy when dealing with suspected thieves

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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

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Additional information

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

Glossary**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

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