

Title	Audit loss prevention in a retail or distribution environment		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: prepare to carry out and conduct a loss prevention audit; and prepare a loss prevention audit report and make recommendations to prevent loss, in a retail or distribution environment.
----------------	--

Classification	Retail, Distribution, and Sales > Retail and Distribution Core Skills
-----------------------	---

Available grade	Achieved
------------------------	----------

Guidance Information

1 Definitions

Distribution environment refers to a workplace where the primary focus is on storage and distribution of stock.

Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services.

Workplace procedures refer to applicable procedures found in the following: organisational performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.

2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

Outcomes and performance criteria

Outcome 1

Prepare to carry out a loss prevention audit in a retail or distribution environment.

Performance criteria

1.1 The purpose of a loss prevention audit is explained in terms of its potential to identify causes of loss and ways to reduce loss.

Range may include but is not limited to – potential risks, areas of loss, causes of loss, loss prevention plan, insure against losses, monitoring loss prevention, set up monitoring or security equipment, reviewing policies and procedures, training needs, business risks; evidence of five is required.

1.2 The workplace procedures that will be addressed in the audit are outlined in terms of their potential to reduce or prevent loss.

Range may include but is not limited to – all internal procedures; security system deficiencies; areas vulnerable to employee theft, fraud and process losses; evidence of three is required.

1.3 Resources for carrying out a loss prevention audit are obtained in accordance with workplace procedures.

Range may include but is not limited to – permissions, personnel, plans, equipment, audit forms, audit reports; evidence of four is required.

Outcome 2

Conduct a loss prevention audit in a retail or distribution environment.

Performance criteria

2.1 Audit is carried out in accordance with workplace procedures.

Range accuracy, completeness, timeliness, format.

2.2 Areas of actual and potential loss are identified and recorded in accordance with workplace procedures.

Range may include but is not limited to – checkout operations, register/POS operations, cash handling and management, stock management, written policies and procedures, computer security and data access; evidence of four is required.

2.3 The level of risk for each identified loss is evaluated and recorded in accordance with workplace procedures.

Outcome 3

Prepare a loss prevention audit report and make recommendations to prevent loss in a retail or distribution environment.

Performance criteria

3.1 The loss prevention audit report is prepared in accordance with workplace procedures.

3.2 Results of the audit are used to identify actions to be taken to reduce or prevent loss in accordance with workplace procedures.

Range may include but is not limited to – losses, risks, impacts on policies and procedures, impact on business.

3.3 Implications of the audit are explained in accordance with workplace procedures.

Range includes but is not limited to – accuracy, completeness, timeliness, validity, significance, priority.

3.4 Recommendations from the audit are communicated in accordance with workplace procedures.

Range may include but is not limited to – verbal report, written report, report to identified person.

Planned review date	31 December 2027
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2009	31 December 2018
Review	2	8 December 2016	31 December 2024
Review	3	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0112
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.