

<b>Title</b>	<b>Maintain stock security in an automotive or related industries workplace</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to carry out stock security procedures in the workplace and carry out stock security procedures outside the workplace in the automotive or related industry.
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<b>Classification</b>	Motor Industry > Automotive Administration
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the current version of the Health and Safety at Work Act 2015; and any subsequent amendments and replacements.
- 3 Definitions  
*Company requirements* refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.  
*Service information* may include – technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.  
*Stock* refers to vehicles, product, plant, goods, materials, and workplace tools and equipment.
- 4 For this unit standard, it is essential that assessment be carried out in a commercial workplace under normal working conditions.

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### Outcomes and performance criteria

#### Outcome 1

Carry out stock security procedures in the workplace.

**Performance criteria**

- 1.1 Work premises lock-up and burglar alarm systems are identified and are secured and/or armed.
- 1.2 Stock is kept secure.
- 1.3 Stock is accounted for and is located in a secure area.
- 1.4 Workplace security measures are carried out to prevent theft and loss of stock.
- 1.5 Stock sold or removed from the premises is recorded and accounted for.

**Outcome 2**

Carry out stock security procedures outside the workplace.

**Performance criteria**

- 2.1 Stock is kept secure outside the workplace.
- 2.2 No damage to stock attributable to security negligence occurs outside the workplace.

<b>Replacement information</b>	This unit standard and unit standard 21673 replaced unit standard 392 and unit standard 5739.
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<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 July 2005	31 December 2020
Review	2	29 November 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.