

Title	Maintain security in the workplace in the motor and related industries		
Level	2	Credits	2

Purpose	This unit standard is for people in the motor and related industries. Those credited with this unit standard are able to: demonstrate knowledge of the effect of loss in a workplace; carry out security procedures in the workplace; and carry out motor vehicle security procedures inside and outside the workshop.
----------------	--

Classification	Motor Industry > Vehicle Bodywork
-----------------------	-----------------------------------

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

Prerequisites	Full current driver's licence for the vehicle being driven.
----------------------	---

Guidance Information

- 1 The following legislation and regulations (and subsequent amendments) are relevant to this unit standard and must be followed where applicable:
Health and Safety in Employment Act, 1992.
- 2 When the evidence requirements state 'company guidelines', it is assumed that it is to the same standard as the product and vehicle manufacturers' standards.
- 3 Because of the particular nature of this unit standard, it is essential that assessment be carried out in a commercial workplace under normal working conditions.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the effect of loss in a workplace.

Performance criteria

- 1.1 The effect of the loss of stock due to poor security is identified.

Range financial, service, customer relations.
- 1.2 The effect and cost of the loss of tools and equipment are identified according to company guidelines.

- 1.3 The effect of loss due to damage to vehicles is identified according to company guidelines.

Range customer property, company vehicles.

Outcome 2

Carry out security procedures in the workplace.

Performance criteria

- 2.1 Workshop, lock up, and burglar alarm systems are identified, and are secured according to company guidelines.
- 2.2 Workshop tools and equipment are secure both on and off the job according to company guidelines.
- 2.3 Workshop stock is identified, accounted for, and stored in a secure area according to company guidelines.
- 2.4 Surveillance is carried out of non-occupied areas of the workshop according to company guidelines.
- 2.5 Workshop security measures are carried out according to company guidelines.

Outcome 3

Carry out motor vehicle security procedures inside and outside the workshop.

Performance criteria

- 3.1 Vehicles inside and outside the workshop are driven by qualified people according to company guidelines.
- Range full current driver's licence for the vehicle.
- 3.2 Vehicles are secure during and outside working hours according to company guidelines.
- Range systems turned off, vehicles parked outside are locked, burglar alarm is activated, customer valuables.
- 3.3 There is no damage to vehicles attributable to staff negligence inside and outside the workshop according to company guidelines.
- 3.4 Surveillance is carried out on stored vehicles according to company guidelines.
- Range under cover, outside.

Replacement information	This unit standard and unit standard 392 were replaced by unit standard 21673 and unit standard 21708.
--------------------------------	--

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 January 1996	31 December 2016
Review	2	20 December 1998	31 December 2016
Revision	3	13 March 2001	31 December 2016
Revision	4	16 October 2003	31 December 2016
Rollover	5	25 July 2006	31 December 2020
Rollover	6	19 November 2010	31 December 2020
Rollover	7	22 August 2014	31 December 2020
Rollover	8	22 October 2020	31 December 2021

Consent and Moderation Requirements (CMR) reference	0014
--	------

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