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| 1. Title      | Implement preventive measures against loss of goods  |
| 2. Code       | 105137L3   |
| 3. Range      | This unit of competency (UoC) is applicable to staff responsible for risk and security management in the retail industry. It can be applied to different scenarios and may involve non-routine work. It covers the abilities to correctly implement a series of corporate measures and procedures against loss of goods in order to reduce unnecessary loss and protect the benefit of the organization.   |
| 4. Level      | 3  |
| 5. Credit     | 6 (for reference only)   |
| 6. Competency | <p>Performance Requirements</p> <p>6.1 Knowledge of store security</p> <ul style="list-style-type: none"> <li>◆ Understand corporate measures and related guidelines against loss of goods, e.g.: <ul style="list-style-type: none"> <li>• Theft prevention measures</li> <li>• Administrative measures</li> <li>• Fraud prevention measures (e.g. treatment of suspected counterfeit bank notes)</li> </ul> </li> <li>◆ Understand types of anti-theft devices/systems commonly used in the retail industry, their functions and operating procedures, e.g.: <ul style="list-style-type: none"> <li>• Anti-theft magnetic tags</li> <li>• Electronic anti-theft monitoring system</li> </ul> </li> <li>◆ Understand common crimes at retail stores and preventive measures, e.g. embezzlement, robbery, theft, fraud, etc.</li> <li>◆ Understand ordinances related to store theft and fraud, e.g.: <ul style="list-style-type: none"> <li>• Criminal law</li> <li>• Ordinances related to counterfeit bank notes</li> </ul> </li> </ul> <p>6.2 Implement preventive measures against loss of goods</p> <ul style="list-style-type: none"> <li>◆ Correctly implement various preventive measures against loss of goods in daily work in accordance with corporate procedures and guidelines, including: <ul style="list-style-type: none"> <li>• Store security and theft prevention measures <ul style="list-style-type: none"> <li>- Making use of electronic anti-theft monitoring system</li> <li>- Placing anti-theft magnetic tags on goods</li> <li>- Arranging store patrols</li> <li>- CCTV system operation</li> </ul> </li> <li>• Administrative measures <ul style="list-style-type: none"> <li>- Display of high-priced goods (e.g. displaying an empty package or part of the goods)</li> <li>- Treatment of cash (e.g. making same-day deposits to banks or safe boxes)</li> <li>- Treatment of inventory (e.g. transferring goods delivered to warehouse as soon as possible, regular inspection of inventory, etc.)</li> <li>- Deterrent measures (e.g. putting up warning signs)</li> <li>- Specification of the rights and responsibilities of key holders</li> <li>- Treatment of return of goods</li> <li>- Irregular stock taking</li> <li>- Irregular checking of staff lockers</li> </ul> </li> </ul> </li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>• Conducting on-the-spot inspection in case of loss of goods</li> <li>• Preventive measures against counterfeit bank notes</li> </ul> <ul style="list-style-type: none"> <li>◆ Implement security procedures in accordance with guidelines of the organization when encountering suspected thefts or suspicious persons and immediately report to the higher level or the police</li> <li>◆ Record cases of loss of goods and maintain the record for reference when reviewing loss prevention policies</li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Implement preventive measures against loss of goods in accordance with the organization's related guidelines and legal requirements in order to protect the benefit of the organization</li> </ul> |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this UoC is the ability to:</p> <p>(i) Implement preventive measures against loss of goods in accordance with corporate procedures and guidelines to eradicate store theft, embezzlement, fraud, etc. and prevent loss to the organization.</p>   |
| 8. Remark              |  |