

**Specification of Competency Standards for the Retail Industry**  
**Units of Competency for ‘Supply Chain Management’**

1. Title	Implement logistics management business continuity plans
2. Code	111311L4
3. Range	This unit of competency (UoC) is applicable to logistics management staff in retail stores. Practitioners have the ability to follow the corporate operational procedures, business continuity plans and emergency response measures in order to reduce the organisation’s, customer’s and business partner’s loss, and resume normal business operation.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understand the knowledge of logistics management business continuity plans</p> <ul style="list-style-type: none"> <li>◆ Understand the methods and processes of operating freight service and emergencies that may occur</li> <li>◆ Understand the requirements and modes of operation of different business partners and relevant government departments</li> <li>◆ Understand the impact of emergencies on logistics, e.g. typhoon, flooding, fire, power outage, mechanical and computer failure, explosion, strike, embargo, earthquake and epidemic</li> <li>◆ Understand the activation mechanism for response procedures and business continuity plans in case of logistics emergencies</li> <li>◆ Understand the operational system, report arrangements, limits of authority and accountability structure, ways of communication, etc.</li> </ul> <p>6.2 Implement logistics management business continuity plans</p> <ul style="list-style-type: none"> <li>◆ Receive accurate message on unexpected logistics incidents, and activate the response procedures of the business continuity plans</li> <li>◆ Deploy manpower and resources according to the response procedures and business continuity plans</li> <li>◆ Carry out different levels of action according to established procedures, e.g. precautions, stopping operation, evacuation, etc.</li> <li>◆ Liaise with or report to parties being affected, goods owners and business partners according to the response procedures</li> <li>◆ Take relevant record and deliver the documents accordingly</li> <li>◆ Report punctually to the higher level and stakeholders</li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Protect the overall interests of the organisation, customers and business partners when implementing the logistics management business continuity plans</li> <li>◆ Implement the procedures of the business continuity plans according to the ordinances, and the requirements and standards of the regulatory bodies and on occupational safety and health</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>◆ Activate response procedures and implement business continuity plans according to different emergency situations so that the organisation can resume normal business operation as soon as possible.</li> </ul>
8. Remark	This UoC is adopted from 104976L4. The UoC title is revised.