



Canadian
Supply Chain
Sector Council

Conseil canadien
sectoriel de la chaîne
d'approvisionnement

OCCUPATIONAL STANDARD

(For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)

Position:	CARGO SECURITY SCREENING GUARD
Description of Position (As defined by the CSCSC Stakeholder Community)	<i>Cargo Security Screening Guards perform security checks of freight and cargo at airports to ensure compliance with Transport Canada aviation security regulations.</i>
Position Development	Progression to supervisory and management positions is possible through experience and with additional training.
Required Qualifications:	(Education, Training, Related Work Experience)
Education and Additional Requirements	Cargo Security Screening Guards at minimum require a high school diploma. In addition, they must obtain Canadian Air Transport Security Authority (CATSA) certification. Transport Canada requires a valid transportation security clearance. A security course at a community college level is considered an asset.
Training	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. Establishment-specific and skill development training may be required such as seals education to understand about counterfeit seals and methods of their by passing and transportation of dangerous goods training, offered by the employer.
Related Work Experience	Previous security or customer service work-related skills, knowledge, or experience is considered an asset.
Tasks:	
Cargo Security Screening Guards perform some or all of the following tasks	<ul style="list-style-type: none"> • Perform physical search of the contents, dimensions, shapes and seals on all air freight and cargo to determine its safety before being loaded on to an aircraft • Send checked cargo through automated screening machines (x-ray, metal detectors) • Test cargo for any explosive materials using explosive detection systems and equipment • Search cargo when it is suspected to contain prohibited items • Confiscate dangerous items and hazardous materials found

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	<ul style="list-style-type: none"> Record information about any cargo that sets off alarms in monitoring equipment
Tools and Technology:	
	<ul style="list-style-type: none"> Computer Hardware and Associated Software and Systems (i.e. Threat Image Projection (TIP), electronic mail, word processing, spreadsheets, database management, Internet) Communication devices, electronic surveillance equipment, explosive detection systems, x-ray scanners and metal detectors
Required Competencies:	(Knowledge, Skills, Personal Attributes)
Knowledge	A Cargo Security Screening Guard should have knowledge of public safety and security, customer service, English language, and other languages as required.
Skills	A Cargo Security Screening Guard should have the following skill sets: monitoring, active listening and learning, speaking, reading comprehension, coordination, judgment and decision making, critical thinking, social perceptiveness, persuasion, and service orientation.
Personal Attributes	(Abilities, Work Values, Work Styles)
Abilities	The following abilities are important to the role of Cargo Security Screening Guard: written expression and comprehension, oral expression and comprehension, problem sensitivity, selective attention, speech clarity and recognition, inductive and deductive reasoning.
Work Values	Individuals who will succeed in this position: <ul style="list-style-type: none"> value working with co-workers in a friendly environment, and contributing to a safety conscious working environment work independently and are comfortable making decisions, and adhere to a code of ethical conduct
Work Styles	The following work styles are attributable to a Cargo Security Screening Guard: attention to detail, dependability, cooperation, stress tolerance, concern for others, initiative, persistence, adaptability/flexibility, integrity, and self control.
Essential Skills Profile:	Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For more detailed essential skills profiles please refer to the ESDC website: http://www.esdc.gc.ca/eng/jobs/les/index.shtml

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Reading Text	<ul style="list-style-type: none"> Frequently read logbook entries and notes, instructions on forms, short reports, information sheets, email and memos, instructions and best practice procedures, security alerts and bulletins, equipment and operating manuals May read regulations
Document Use	<ul style="list-style-type: none"> Locate and enter information in lists and logs and complete a variety of forms
Writing Skills	<ul style="list-style-type: none"> Write communications to co-workers and supervisors Write brief entries in log books and enter comments on a variety of forms
Numeracy	<ul style="list-style-type: none"> Apply financial math/money math Apply measurement and calculation math Utilize numerical estimation
Oral Communication	<ul style="list-style-type: none"> Interact with management, supervisors, co-workers and customers to share information Interact with other staff regarding orders and scheduling
Thinking Skills	(Problem Solving, Decision Making, Job Task Planning and Organizing, Significant Use of Memory, Finding Information)
Problem Solving	<ul style="list-style-type: none"> May encounter equipment malfunctions May encounter emergencies
Decision Making	<ul style="list-style-type: none"> Evaluate safety and security threats Evaluate and choose appropriate security and emergency response measures Make decisions consistent with the established security procedures
Job Task Planning and Organizing	In conjunction with their supervisors, they decide the order of tasks and their priorities. Their job tasks are coordinated with the tasks of co-workers.
Significant Use of Memory	<ul style="list-style-type: none"> Remember policies and procedures relevant to security activities
Finding Information	<ul style="list-style-type: none"> Locate security and repair procedures by looking in a variety of manuals and by speaking with co-workers
Working with Others	Cargo Security Screening Guards work independently. They may also work as members of a team that includes co-workers and supervisors.
Continuous Learning	Cargo Security Screening Guards have an ongoing need to learn. They update their knowledge of computer software and systems regularly and receive routine skills development, and security policies and procedures trainings.
Additional Information	(Physical Aspects, Attitudes)

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Physical Aspects	Cargo Security Screening Guards use a variety of body positions on the job including standing or sitting for long periods of time. In addition, Cargo Security Screening Guards may crouch, kneel down, bend or stoop when completing daily tasks.
Attitudes	Cargo Security Screening Guards must adhere to a code of ethical conduct, have good communication skills, be positive, organized, detail oriented, personable, willing to work with others and accurate when transferring information.
Future Trends Affecting Essential Skills:	All essential skills are affected by the introduction of technology in the workplace. Ability to adapt to new technologies is strongly related to skill levels across the essential skills, including reading, writing, thinking and communication skills. Technologies are transforming the ways in which Cargo Security Screening Guards obtain, process, and communicate information, and the types of skills needed to perform.

Government of Canada Defined - Related NOC Code & Description	6541 Security Guards and Related Security Service Occupations This unit group includes workers who guard and implement security measures to protect property against theft, vandalism and fire, control access to establishments, maintain order and enforce regulations at public events and within establishments, conduct private investigations for clients or employers and provide other protective services not elsewhere classified. They are employed by public or private security agencies, residential complexes, educational, cultural, financial, and health institutions, retail establishments, businesses and industry, investigation service companies, transportation facilities, and organizations throughout the private and public sectors, or they may be self-employed.
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