

TRANSPORT OF SSAN

Security Risk Assessment and

SECURITY PLAN

(insert name of company)

SUBMITTED TO REGULATORY AUTHORITY: (insert date)

IMPLEMENTED: (insert date)

LICENCE DETAILS: No:

Issue date:

(Note: You will not be able to fill in the licence details until this security plan is approved by the licensing authority. You will then be issued with a licence and should record the number and issue date in the space above).

The transport guidance notes detail minimum requirements but every company should consider its own individual circumstances when creating a security plan.

This is a suggested template but you may wish to make variations or use another format.

You should add additional pages if more space is required. Any parts of the template that you deem not relevant or cannot be answered should be deleted or marked N/A.

This template security plan was developed by the Ammonium Nitrate Working Group comprising officials from State Governments and the Australian Government.

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1. COMPANY DETAILS

Name of company (or transporter)	
Trading as	
A.C.N.	
A.B.N.	
Name of company secretary, partners, directors (private company) or sole trader	
Address	
Company telephone number	
Company fax number	
Name of licence holder	
Name of the person responsible for implementing and maintaining the security plan (known as the 'Responsible Person' or 'Security Manager')	Name: Phone: Mobile: Email: Fax:
Describe the company's business activity related to SSAN	Type of business: size of the vehicle fleet: type of vehicles: type of SSAN usually handled: volumes usually handled: major clients: number of employees: Do you sub-contract? (if so to whom?)

2. SECURITY RISK ASSESSMENT

Date of this assessment:

Security risk assessment in relation to static sites

<p>List all the static sites your company operates? (i.e. sites under your control used for loading, unloading or temporary storage of SSAN)</p>	
<p>Approximately what volume of SSAN does your company have at each of its static sites at any time?</p> <p>Provide details for each site:</p> <ul style="list-style-type: none">▪ usual volume; and▪ maximum volume. <p>Would it be possible to reduce storage quantities?</p>	
<p>For each site, what is the distance of the SSAN from:</p>	<p>Fuel storage or dispensing operations:</p> <p>Housing:</p> <p>Public facilities (schools, hospitals etc):</p> <p>Other businesses:</p> <p>Other businesses handling explosives or explosive precursors:</p> <p>Public roads:</p>

Security risk assessment of static sites continued.....

<p>Describe measures currently in place at each of your sites to prevent or detect <u>unauthorised access</u>.</p> <p>Current measures might include:</p> <ul style="list-style-type: none">▪ perimeter fencing;▪ access controls;▪ guarding;▪ surveillance systems;▪ alarm systems etc.	
<p>Describe measures currently in place at each of your sites to prevent or detect <u>theft</u> or stock discrepancies of SSAN at these sites.</p>	

Security risk assessment of static sites continued.....

Assess the vulnerability of your company's static sites to the theft of SSAN.

This is an important part of the security risk assessment. You should describe:

- *how* theft could occur;
- the *likelihood* of each scenario happening;
- the extent to which your current security measures - outlined above - are adequate or need extending; and
- what else could reasonably be done to reduce the risks of theft of SSAN.

This may include assessing:

- the risk of theft by workers or trespassers;
- the weaknesses in physical security; and
- any deficiencies in procedures and record keeping.

Security risk assessment in relation to SSAN in transit

<p>Describe the length of journey(s) typically undertaken by your company's vehicles transporting SSAN, including usual start and finish destinations.</p>	
<p>Does your company undertake any non-stop journeys transporting SSAN ?</p> <p style="text-align: right;">How often?</p> <p style="text-align: right;">What distances?</p>	
<p>Describe measures currently in place to detect or prevent the theft of SSAN whilst in transit.</p>	
<p>Describe measures currently in place to detect spillage and loss of SSAN whilst in transit.</p>	
<p>Describe current record keeping procedures to reconcile stored, incoming and outgoing quantities of SSAN.</p>	

Security risk assessment in Transit continued.....

<p>Assess the vulnerability of your company to the risk of theft of SSAN whilst in transit.</p> <p>This may include addressing the risk of theft from:</p> <ul style="list-style-type: none">▪ drivers;▪ other workers;▪ outsiders during breaks in the journey.	
<p>Describe current procedures for monitoring the location of vehicles and the well-being of drivers.</p> <p>This might include:</p> <ul style="list-style-type: none">▪ route planning;▪ duress alarms; and▪ communications systems such as GPS, satellite or mobile phones..	
<p>Assess the vulnerability of your company's vehicles to the risk of theft (hijacking) of these vehicles.</p> <p>This will require assessing the ease or difficulty of an unauthorised person gaining access to the driver's cabin at any time during the journey.</p> <p>Consideration should be given to:</p> <ul style="list-style-type: none">▪ training of drivers;▪ physical security;▪ procedures, especially during stops when the vehicle is left unattended; and▪ emergency communications.	

Security risk assessment in relation to unexplained loss of SSAN

<p>Describe any procedures your company has in place to determine and investigate any unexplained loss of SSAN?</p>	
<p>Assess the vulnerability of your company to the risk of unexplained losses of SSAN.</p> <p>You may wish to consider:</p> <ul style="list-style-type: none">• whether your company has in the past encountered unexplained loss of SSAN;• If so, the circumstances surrounding this;• how might losses occur;• the likelihood of this happening; and• what procedures or precautions might reduce this risk.	

3. PERSONNEL MANAGEMENT

Minimum Requirement 1: List of authorised persons

List at Attachment A all people requiring unsupervised access to SSAN.

- This will include the licence applicant, as well as all drivers unless they will be accompanied by an authorised person when transporting SSAN.
- These people will be required to have police and PMV checks, and should not be given unsupervised access to SSAN until these checks are completed and they are 'authorised' by the regulatory authority.

Minimum Requirement 2: Staff recruitment

Describe the checking that will be done to confirm the identification of new employees who will need to have unsupervised access to SSAN.

- This should include the 100 points identification check, and may also include former employers and other referees
- Particular attention should be given to recording all alternate and previous names used by these people.
- You may wish to consider developing an identification and checking pro-forma for this purpose or use the template at Attachment B.

Minimum Requirement 3: Maintaining the security plan

The name of the 'Responsible Person' has been provided under 'Company Details' (page 3) and should be included on the list of authorised persons at Attachment A. The responsible person must implement and maintain the security plan. Your company should also consider appointing an assistant who would fulfil this role when the responsible person is absent.

Name of responsible person:
Assistant (if appropriate):

Training given to the Responsible Person and/or assistant

Name of course	Institution/course facilitator	Dates

Provide details of how the security plan will be implemented.

This should include:

- Place where the security plan and other records will be kept;
- training or instruction to be given to staff in security awareness and the procedures under this plan;
- procedures for receiving and disseminating security information to relevant staff; and
- how security incidents will be investigated and reported within the company.

(Note: security incidents must also be reported to the regulatory authority and local police – refer minimum requirement 10.)

(insert text)

4. SITE SECURITY

Minimum Requirement 4: Details of your secure locations.

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

1. (insert text)

2. (insert text)

3. (insert text)

4. (insert text)

5. (insert text)

6. (insert text)

7. (insert text)

Details of the fencing at each of these secure locations.

(insert text)

Details of the gates and types of locks on these gates at each location.

(insert text)

Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms.

(insert text)

Details of any security lighting.

(insert text)

Details of access controls at these secure locations, including:

- measures in place to restrict access;
- if this includes a pass system, details of
 - record keeping in relation to passes;
 - action taken for forgotten or lost passes;
 - procedures for revoking passes and retrieving passes when no longer used;
and
 - auditing system for passes;
- how consigners and/or carriers will be identified; and
- procedures for dealing with unauthorised access;

(insert text and a sketch including distances to Protected Works, Quantities etc.)

5. LOAD SECURITY

Minimum Requirement 5: Details of your secure transportation arrangements.

Details of the vehicles you will be using to transport SSAN.

Vehicle make	Type	Registration number

Details of the routes to be travelled transporting SSAN.

This must include start and finish points and any planned stops en route.

(insert text)

Details of how the load will be secured

Loads must be secured by:

- lock and key; or
- constant surveillance; or
- substantial tamper-proof seals.

Details should be provided of the lock or locking device, the seals to be used, or arrangements to maintain constant surveillance of the load, especially during stops.

(insert text)

Minimum Requirement 6: Loads left unattended in transit

Describe measures and procedures to be implemented when loads are left unattended in transit.

This should include:

- designating secure locations at which the load will be left unattended; and
- procedures for checking the load after each stop.

(insert text)

Minimum Requirement 7: Rail transport

Describe the measures and procedures to be implemented to secure the load during transportation by rail.

(Insert text)

6. PROCEDURES

Minimum requirement 8: Access control procedures

Describe the procedures for controlling the access of people to consignments of SSAN.

This will include procedures to:

- control the access of unauthorised people to the consignment; and
- maintain the security of any keys used.

(insert text)

Minimum requirement 9: Monitoring of the consignment's location while in transit

Describe the system for monitoring the location of the consignment whilst in transit.

(Insert text)

Describe the instruction to be given to workers in emergency procedures.

(insert text)

Minimum requirement 10: Record keeping and inventory/consignment procedures

Describe the system to be implemented to maintain records of consignments.

These records should include:

- recording of licence details of those supplying the SSAN and those receiving delivery;
- seal types and numbers, and any changes in seals necessary for part-load deliveries;
- records to confirm on a load-by-load basis that the load was/was not delivered with seals/locks intact;
- accurate weight measurement or other reconciliation (e.g. number of bags) of all SSAN at loading and unloading;
- a system to ensure that product returns of both merchantable quality and spillage recovery are accurately documented and appropriately accounted for;
- the procedures for reporting and following up any unexplained losses;
- the checks that will be made to ensure that vehicles conveying SSAN are suitable to meet security requirements (i.e. vehicles on which the load can be locked or seals can be fitted to detect removal of product); and
- protocols for refusing the loading of any vehicle not equipped for that purpose.

You may wish to develop a pro-forma for your company for these records.

(insert text)

Describe the procedures for reporting security incidents (such as thefts, attempted thefts, sabotage or attempted sabotage, break ins, attempted break-ins, unexplained losses or any other security incidents).

(insert text)

Security incidents must be reported to the local police and the regulatory authority:

Police

Contact name: (insert text)
Address: (insert text)
Phone: (insert text)
24 hr phone no: (insert text)
Fax: (insert text)
Email: (insert text)

Regulatory authority

Contact name: (insert text)
Address: (insert text)
Phone: (insert text)
24 hr phone no: (insert text)
Fax: (insert text)
Email: (insert text)

Other

Name of authority

Contact name: (insert text)
Address: (insert text)
Phone: (insert text)
24 hr phone no: (insert text)
Fax: (insert text)
Email: (insert text)

MISCELLANEOUS INFORMATION

This section can be used to provide any additional information you feel is relevant to the security of SSAN under your control.

APPLICATION FOR EXEMPTION FROM THE MINIMUM REQUIREMENTS

This section can be used to provide reasons why your particular circumstances make it unnecessary to institute the minimum security requirements outlined in the guidance note.

Identification checking of new employees

	DETAILS	ID POINTS*
Full Name		
All other names used (now or in the past)		
Passport		70
Full Birth Certificate		70
Citizenship Certificate		70
	AT LEAST ONE OF THE ABOVE DOCUMENTS MUST BE SIGHTED	
An Australian Government issued ID card (issued for financial benefits)		40
Bank mortgage records over property		35
Drivers licence (must contain photo and signature)		25
Current credit or ATM card		25
Medicare card		25
Keypass photo identification card		25
Shopping store card		25
Current utility account for either: <ul style="list-style-type: none"> ● local council rates, or ● gas, or ● electricity, or ● water. 		25

* Documents sighted need to total 100 points, **including at least one of the documents** (passport, full birth certificate or citizenship certificate) **worth 70 points**.

Identification check continued.....

Previous employer (contact to confirm previous employment)		Contacted: YES / NO
Referees	1. 2. 3.	Contacted YES / NO YES / NO YES / NO

