

# AGRICULTURAL USE OF SSAN

  

# 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 agricultural use 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

November 2004

## 1. LICENCE APPLICANT DETAILS

|  |  |
|--|--|
| Name of licence applicant  |  |
| Address  |  |
| Telephone  |  |
| Fax  |  |
| <p>Details of the Responsible Person (may be the same as licence applicant)</p> <p>(The Responsible Person will be the person responsible for implementing and maintaining the security plan).</p> | <p>Name:</p> <p>Phone:</p> <p>Mobile:</p> <p>Email:</p> <p>Fax:</p>  |
| Types of SSAN used:  | <p>ammonium nitrate (AN) YES / NO<br/>product name<br/>approximate annual volume<br/>produce (e.g. grapes, cotton etc)</p> <p>calcium ammonium nitrate (CAN) YES / NO<br/>product name<br/>approximate annual volume<br/>produce</p> <p>AN blends YES / NO<br/>product name<br/>approximate annual volume<br/>produce</p> <p>CAN blends YES / NO<br/>product name<br/>approximate annual volume<br/>produce</p> <p>Other YES / NO<br/>product name<br/>approximate annual volume<br/>produce</p> |
| Number of employees:   | <p>full time</p> <p>part time</p> <p>casual (approx annual figure)</p>   |

## **Minimum requirement 1: Site Sketch Map(s)**

### **Sketch a map of your property including where the SSAN will be stored.**

- For small properties, this could be one sketch map.
- For larger properties, draw two sketch maps; one showing the overall site and surrounds and another more detailed sketch of where the SSAN will be stored.
- For more than one storage site or property: draw a sketch of each property and storage site.
- Include property boundaries, distance to the nearest public road and any nearby public or private buildings.

Name of property: (insert text)

Address of property: (insert text)

GPS/grid reference of secure store (if available): (insert text)

(insert sketch map)



### **Minimum requirement 3: Details of your secure storage arrangements for SSAN**

The secure store should be marked on your sketch map. Please provide the following details about your secure store:

*Type of structure* (e.g. brick, metal, wire cage etc):

*Approximate dimensions of this structure:*

*Volumes of SSAN to be stored:*

Usual volume:

Maximum volume:

*Entry points:*

Doors: (describe number, type etc):

Locks: (Describe the types of locks on the door(s):

Windows (describe the number and type, dimensions, and whether locked or barred or alarmed):

*Signage:* (Describe any signs that warn against intrusion into the secure store, such as 'Authorised Access Only' etc):

*Other security measures:* (Describe any other security measures such as alarms, patrols, guard dogs, lighting etc:)

## Minimum requirement 4: Details of secure transport arrangements

Notes:

1. This section is included because the transportation of SSAN on public roads may be authorised by the regulatory authority under the 'Agricultural Use' licence.
2. Authority will *usually* be granted for no more than 5 tonnes of SSAN when transported in a non-stop journey with the SSAN under constant surveillance. The regulatory authority *may* grant you authority to transport more than 5 tonnes (or may decide that you require specific authorisation under a separate licence to transport SSAN -refer Ammonium Nitrate Guidance Note No. 1: Transport).
4. The vehicle driver may also require an applicable driver's licence under explosives or dangerous goods legislation.

***Are you seeking authorisation under this licence to transport SSAN on public roads?*** YES / NO  
(If you answer no, you can skip to minimum requirement 5).

***What type of SSAN do you wish to transport:*** (AN, CAN, CAN blends etc.)

***What quantity of SSAN do you wish to transport in a single trip?***

***For your transportation of SSAN describe the:***

start point:

end point:

distance:

route:

***Will this journey be non-stop?*** YES / NO

***Will the SSAN be transported under lock and key?*** YES / NO

***Will the SSAN be transported under constant surveillance?*** YES / NO

***List the authorised person(s) that will ensure the SSAN is under constant surveillance:***

(These people should also appear on the list under minimum requirement 2.)

1. (insert name)
2. (insert name)
3. (insert name)

*Provide the following details of your usual supplier of SSAN, and any alternative suppliers (if you will be picking up your supplies of SSAN).*

| <b>Name Of your Supplier</b> | <b>Their Address</b> | <b>Their SSAN Sales Licence No.*</b> |
|------------------------------|----------------------|--------------------------------------|
|                              |                      |                                      |
|                              |                      |                                      |
|                              |                      |                                      |
|                              |                      |                                      |
|                              |                      |                                      |

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\* This can be recorded at a later time if not currently known.



**The Responsible Person must maintain this checklist to record the instruction of all workers in the security plan.**

| <b>Name of worker</b> | <b>Instructed about only authorised access to the secure store</b> | <b>Instructed about recording removal of SSAN from the secure store (and any returns)</b> | <b>Instructed about reporting any thefts or other security incidents</b> | <b>Date and signature of the Responsible Person</b> |
|-----------------------|--|---|--|---|
|                       | YES / NO<br>(circle)   | YES / NO  | YES / NO   |   |
|                       |  |   |  |   |
|                       |  |   |  |   |
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|                       |  |   |  |   |
|                       |  |   |  |   |

**The Responsible Person must keep records of purchase and use of SSAN for a period of five years.**

The following record keeping model (or your own alternative) may be used.

| <b>Date Procured</b> | <b>Type &amp; quantity of SSAN</b> | <b>UN no. *</b> | <b>Name &amp; licence no. of supplier</b> | <b>Quantity applied &amp; date of application</b> | <b>Reconciliation / Comments</b> |
|----------------------|------------------------------------|-----------------|---|---|----------------------------------|
|                      |                                    |                 |   |   |                                  |
|                      |                                    |                 |   |   |                                  |
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|                      |                                    |                 |   |   |                                  |
|                      |                                    |                 |   |   |                                  |
|                      |                                    |                 |   |   |                                  |

\* some products, such as calcium ammonium nitrate, will not have a UN number. In these instances other product identification details should be recorded, such as brand names etc.

## **MISCELLANEOUS INFORMATION**

This section can be used to provide information about any security measures in place or introduced in addition to the above minimum requirements. This may include signage, physical security, lighting or alarm systems.

## **APPLICATION FOR EXEMPTION FROM THE MINIMUM REQUIREMENTS OF THE AGRICULTURE GUIDANCE NOTE**

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.