

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

This is a suggested security plan 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	
Trading as	
A.C.N.	
A.B.N.	
Name of company secretary, partners, directors (private company) or sole trader	
Addresses:      Business address	
Mailing 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:  Type of SSAN usually handled:  Volumes (usually handled):  Major clients:  Number of employees:  Full time:  Part time:  Casual:

## **2. SECURITY RISK ASSESSMENT**

A separate risk assessment and security plan is required for each storage site.

**Address of the storage site to which this risk assessment and security plan apply:**

**Date of this assessment:**

**Approximately what volume of SSAN does your company have at this site at any time?**

for this site, please list:

- usual volume; and
- maximum volume.

Would it be possible to reduce storage quantities?

**For this site, what is the distance of the SSAN from:**

Fuel storage or dispensing operations:

Housing:

Public facilities (schools, hospitals etc):

Other businesses:

Other businesses handling explosives or explosive precursors:

Public roads:

## Security risk assessment continued.....

**Describe measures currently in place at this site to prevent or detect unauthorised access to the site or the theft of SSAN from the site.**

(Current measures might include:

- perimeter fencing;
- access controls;
- guarding;
- alarm systems;
- 24 hours operation etc.)

## Security risk assessment continued.....

### **Assess the vulnerability of this site to the theft of SSAN.**

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

- *how* theft could occur (including the risk of theft by workers and outsiders);
- the *likelihood* of each scenario happening;
- the extent to which your current security measures are adequate (are there any gaps in physical security, personnel management, procedures or record keeping); and
- what else could be done to reduce the risk of theft of SSAN

### **Assess the vulnerability of this site to sabotage addressing issues such as:**

- how access could be gained;
- likelihood of sabotage;
- the consequences of such an event;
- the extent to which your current systems/procedures protects against such events; and
- what else needs to be done.

### **3. PERSONNEL MANAGEMENT**

#### **Minimum Requirement 1: List of authorised persons**

**List below (or at Attachment A if a large number of people) all those requiring unsupervised access to SSAN.**

- This will consist of the licence applicant and all workers with unsupervised access to 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 the person cleared.

<b>Name</b>	<b>Position</b>	<b>Date Police/PMV Checks Submitted</b>	<b>Date Notified 'Clear'</b>
	Responsible Person / Security Manager		

#### **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, checks with former employers and other referees.
- Particular attention should be given to recording all alternate and previous names.

You may wish to use the template at Attachment B or consider developing your own identification and checking pro-forma for this purpose.

### Minimum Requirement 3: Implementing and maintaining the security plan

#### The responsible person must implement and maintain the security plan

You will have already named the 'Responsible Person' under 'Company Details' (page 3). You should consider appointing an assistant who would fulfil this role when the responsible person is absent.

Name of responsible person:

Assistant (if appropriate):

Training (if any) 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 and maintained.

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;
- how security incidents will be reported within the company and investigated; and
- how regularly the security plan will be updated.

(insert text)



## **4. SITE SECURITY**

### **Minimum Requirement 4: Details of your secure storage arrangements for SSAN.**

**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.
- Include the distance to the nearest public road, property boundaries, 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 sketch map)

**Provide the following details about this storage site.**

***Type of structure containing the SSAN*** (e.g. brick, metal, wire cage, fencing 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 or the overall site, such as 'Authorised Access Only' etc):

***Any other security measures:*** (describe any other security measures such as fencing to the entire site, locked gates, alarms, patrols, guard dogs, lighting etc).

## **5. PROCEDURES**

### **Minimum Requirement 5: Controlling access to the secure store.**

#### **How will you control access to the secure store(s).**

This might include:

- measures in place to restrict access;
- procedures for dealing with unauthorised access; and
- procedures to maintain the security of any keys used. You may wish to use the template at Attachment C for a key register, or develop your own proforma.

If you control access with a pass system, provide details of the security of the pass system including:

- the record keeping and auditing system in relation to passes;
- procedures for forgotten or lost passes; and
- procedures for revoking passes and retrieving passes no longer used or necessary.

(insert text)

## **Minimum requirement 6: Record keeping and inventory procedures**

**Describe the system to be implemented to maintain records of purchases/acquisitions and sales/supply of SSAN.**

These records should include:

- the licence details of those supplying you with SSAN;
- the licence details of those receiving SSAN from you;
- recording quantities of SSAN into and out of your possession (you may wish to use the template at Attachment D or develop your own pro-forma);
- the procedures for reporting and following up any unexplained losses;
- how consignments are delivered to, and transported away from, the site; and
- regular stock-taking to verify quantities.

(insert text)

**Describe the procedures for investigating and 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 at this site.

## **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 template

	DETAILS	ID POINTS*
<b>Full Name</b>		
<b>All other names used</b> (now or in the past)		
<b>Passport</b>		70
<b>Full Birth Certificate</b>		70
<b>Citizenship Certificate</b>		70
	<b>AT LEAST ONE OF THE ABOVE DOCUMENTS MUST BE SIGHTED</b>	
<b>An Australian Government issued ID card</b> (issued for financial benefits)		40
<b>Bank mortgage records over property</b>		35
<b>Drivers licence</b> (must contain photo and signature)		25
<b>Current credit or ATM card</b>		25
<b>Medicare card</b>		25
<b>Key pass photo identification card</b>		25
<b>Shopping store card</b>		25
<b>Current utility account</b> (e.g. local council rates, gas, 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**.







