

INTERAGENCY COMMITTEE FOR AVIATION POLICY



GUIDE FOR THE CONDUCT OF AVIATION RESOURCE MANAGEMENT SURVEYS

(PHYSICAL SECURITY)
CHECKLIST

12 January 2001
(Revised 7 December 2001)

EXPANDED PHYSICAL SECURITY CHECKLIST 10.0

- 10.1 Has the operator designated a physical security representative to plan, formulate, and coordinate physical security matters?
- 10.2 Is there a formal physical security plan?
 - 10.2.1 Is the plan written and available to all necessary employees.
 - 10.2.2 Is the plan reviewed periodically for applicability and accuracy?
 - 10.2.3 Are security surveys being routinely conducted?
 - 10.2.4 Is there a "security information bulletin board and is it up-to-date?
 - 10.2.5 Is there "security" training or an orientation program for employees?
- 10.4 Has a physical security plan been coordinated with the appropriate host authority (airport manager, fire department, police department, etc.)?
- 10.5 Do pilots/crew/aircraft checklist include items for security?
- 10.6 Is the aviation facility designated a restricted area?
- 10.7 Are warning signs, "Off Limits to Unauthorized Personnel," posted around facility boundaries?
- 10.8 Is the facility (building) categorized by the agency as a low or high security risk?
- 10.9 Are the building's perimeter walls solid (brick, concrete)?
 - 10.9.1 Do the perimeter walls extend to the roof (is it possible to get access to the suspended/false ceiling)?
 - 10.9.2 If access is possible above a suspended ceiling, is there an alarm system?
- 10.10 Can the windows be forced open from the outside?

- ___ 10.10.1 Do the windows have locks (or permanently closed/fixed)?
- ___ 10.10.2 Do the windows have security glazing to achieve ballistic and forced entry resistance (laminated, acrylic, or polycarbonate material)?
- ___ 10.10.3 If the expanse of glass is greater than 96 inches per pane does it contain glass break detectors connected to an alarm system?
- ___ 10.11 Is there a central alarm system (optional for low security risk building)?
 - ___ 10.11.1 Does the alarm system have central monitoring?
 - ___ 10.11.2 Does the alarm system have "line supervision" in case the telephone lines are deliberately cut or is interrupted?
 - ___ 10.11.3 Is the alarm system tested periodically?
 - ___ 10.11.5 Is the control unit for the alarm system located in a protected area of the facility?
 - ___ 10.11.5 Is the response time of the police/duty officer/responsible person reasonable?
 - ___ 10.11.6 Does the alarm system have a "panic/emergency" button?
- ___ 10.12 Does the facility have a "security room" for equipment, firearms, etc.?
 - ___ 10.12.1 Are the room's perimeter walls solid brick, concrete)?
 - ___ 10.12.2 Do the room's perimeter walls extend to the roof (is it possible to get access to the suspended/false ceiling)?
 - ___ 10.12.3 If access is possible above the suspended ceiling, is there an alarm system?

- ___ 10.12.4 Is the door to the "security room" of substantial material (1 $\frac{3}{4}$ " hollow metal or solid wood)?
- ___ 10.12.5 Is the door frame substantial strength?
- ___ 10.12.6 If the door hinges are exposed are they peened, pinned or welded?
- ___ 10.12.7 Does the door have a dead bolt?
- ___ 10.12.8 Does the door have an astragal (metal plate to prevent tampering with the dead bolt)?
- ___ 10.12.9 Does the "security room" have a separate Intrusion Detection System alarm)?
- ___ 10.13 Are the exterior door(s) of substantial material (1 $\frac{3}{4}$ " hollow metal or solid wood)?
 - ___ 10.13.1 Is the exterior door(s) frame substantial strength?
 - ___ 10.13.2 If the door(s) hinges are exposed are they peened, pinned or welded?
 - ___ 10.13.3 Does the exterior door(s) have a dead bolt?
 - ___ 10.13.4 Does the exterior door(s) have an astragal (metal plate to prevent tampering with the dead bolt)?
 - ___ 10.13.5 If the key(s) to the exterior door(s) are from a master key, is the master key kept in a secure location?
 - ___ 10.13.6 Are the exterior door(s) alarmed?
- ___ 10.14 Is a closed circuit television (CCTV) system used to monitor the facility?
 - ___ 10.14.1 Is the CCTV part of a 48-72 hour real time VCR (including on screen date/time, battery backup, etc.)?
- ___ 10.15 Is the building/grounds maintained by contractor?

- 10.15.1 Does the contractor require background checks of employees?
- 10.16 Is the building/grounds provided security by contract guards?
 - 10.16.1 If contract guards, does the contractor require background checks of employees?
- 10.17 Is access to the parking lot and parking spaces controlled?
 - 10.17.1 Are cars parked at least 300 feet from the hanger/office/building used by employees? If not, are there adequate checks (controlled access, security guards, vehicle checks, etc.) in place to allow parking closer than 300 feet?
- 10.18 Is there a system to detect, respond and challenge unauthorized movement (people, aircraft)?
 - 10.18.1 Are aircraft on the flight line routinely checked for security by a responsible individual?
 - 10.18.2 Are vehicles controlled when entering the vicinity of the flight line or aircraft parking areas?
- 10.19 Is there a system in place to secure aircraft and equipment at transient locations such as locking devices, prop locks, parking in secure hangers, etc.?
- 10.20 Are aircraft secured with manufacturer installed ignition or door locking security devices when not in use?
- 10.21 Is there a system to ensure baggage control and security?
- 10.22 Is there a system to conduct security checks of passengers?
- 10.23 Are badges required for unescorted access to flight facilities or aircraft?
- 10.24 Is access to aircraft and aircraft components controlled at all times?
- 10.25 Are keys to locking devices, doors, vehicles, and aircraft controlled?

- ___ 10.26 Are background checks conducted prior to hiring pilots/crew, mechanics, security personnel, etc?
- ___ 10.27 Prior to a mission, are security surveys conducted concerning airspace restriction, waivers required, call signs needed, flight plan required, etc?
- ___ 10.28 Are general precautions for mail handling established?
 - ___ 10.28.1 Are all envelopes/packages examined prior to opening?
 - ___ 10.28.2 Are latex gloves required for personnel who handle mail distribution?
 - ___ 10.28.3 Is access to the mail room restricted?
 - ___ 10.28.4 Is there a system in place to report suspicious envelopes/packages received.
 - ___ 10.28.5 Is there a system in place if an envelope/package is opened which contains suspicious material?