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 (laminate, 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 (1¾” 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 (1¾” 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?