

Storage of Security Sensitive Ammonium Nitrate (SSAN)

SECURITY PLAN

Company name	
Submitted to NT WorkSafe (date)	
Implemented (date)	
Licence details: <ul style="list-style-type: none">▪ Number▪ 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 - November 2004

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Company details

Name of company	
Trading name	
ACN	
ABN	
Name of company secretary, partners, directors (private company) or sole trader	
Business address	
Mailing address	
Company telephone number	
Company fax number	
Name of licence holder	
Person responsible for implementing and maintaining the security plan (known as the 'Responsible Person' or 'Security Manager')	
Name	
Telephone	
Mobile	
Fax	
Email	

Description of the company's business activities related to SSAN	
Type of business	
Types of SSAN usually handled	
Ammonium nitrate (AN)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
Calcium ammonium nitrate (CAN)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
AN blends	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
CAN blends	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
Other	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
Major clients	
Number of employees	
<ul style="list-style-type: none"> ▪ Full time ▪ Part time ▪ Casual 	

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 applies	
Date of this assessment	
Approximately what volume of SSAN does your company have at this site at any given time?	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>
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	
Other relevant information that you may have identified in your risk assessment	

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

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

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 security checks, and should not be given unsupervised access to SSAN until these checks are completed and the person cleared.

Name	Position (responsible person/security manager)	Date security checks submitted	Date notified 'clear'

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.

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	
Address of property	
GPS/grid reference of secure store (if available)	

(insert sketch map)

Provide the following details about this storage site.

Type of structure (eg brick, metal, wire cage etc)	
Approximate dimensions of this structure	
Volumes of SSAN to be stored: <ul style="list-style-type: none"> ▪ Usual volume ▪ Maximum volume 	
Entry points <ul style="list-style-type: none"> ▪ 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) 	

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 pro-forma.

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.

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.

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).

Security incidents must be reported to the local police and the regulatory authority (NT WorkSafe):

Police

Contact name	
Address	
Telephone	
24 hour phone number	
Fax	
Email	

NT WorkSafe

Contact name	
Address	
Telephone	
24 hour phone number	
Fax	
Email	

Other -

Contact name	
Address	
Telephone	
24 hour phone number	
Fax	
Email	

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.

Attachment B

Identification checking template

Full name		
All other names used (now or in the past)		
Type of ID	Details	ID points
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
Key pass photo identification card		25
Shopping store card		25
Current utility account (eg local council rates, gas, electricity or water)		25

