

Transport 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 transport 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

Contents	
Company details	3
Security risk assessment	6
Security risk assessment in relation to SSAN in transit	13
Security risk assessment in relation to unexplained loss of SSAN	15
Personnel management	16
Minimum Requirement 1: List of authorised persons	16
Minimum Requirement 2: Staff recruitment	17
Minimum Requirement 3: Maintaining the security plan	18
Site security	19
Minimum Requirement 4: Details of your secure locations.	19
Load security	24
Minimum Requirement 5: Details of your secure transportation arrangements.	24
Minimum Requirement 6: Loads left unattended in transit	26
Minimum Requirement 7: Rail transport	27
Procedures	28
Minimum requirement 8: Access control procedures	28
Minimum requirement 9: Monitoring of the consignment's location while in transit	29
Minimum requirement 10: Record keeping and inventory/consignment procedures	30
Miscellaneous information	33
Attachment A	34
Attachment B	35
Attachment C	37

Company details

Name of company (or transporter)	
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	
Size of the vehicle fleet	
Type of vehicles	
Types of SSAN usually handled	
<i>Ammonium nitrate (AN)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
<i>Calcium ammonium nitrate (CAN)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
<i>AN blends</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
<i>CAN blends</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Product name	
Approximate annual volume	
<i>Other</i>	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 	
Do you sub-contract? (if so to whom?)	

Security risk assessment

Security risk assessment in relation to static sites

Date of this assessment	
List of all the static sites your company operates (ie sites under your control used for loading, unloading or temporary storage of SSAN)	1.
	2.
	3.
	4.
	5.
Approximately what volume of SSAN does your company have at each of its static sites at any time?	
Site 1	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>
Site 2	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>
Site 3	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>
Site 4	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>
Site 5	
Usual volume	
Maximum volume	
Would it be possible to reduce storage quantities	YES <input type="checkbox"/> NO <input type="checkbox"/>

For each site, what is the distance of the SSAN from	
Site 1	
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	
Site 2	
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	
Site 3	
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	
Site 4	
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	
Site 5	
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 each of your sites to prevent or detect <i>unauthorised</i> access to each site, the <i>theft</i> of SSAN from each site or <i>stock discrepancies</i> at each site	
Site 1	
Current measures might include: <ul style="list-style-type: none"> ▪ perimeter fencing; ▪ access controls; ▪ guarding; ▪ alarm systems; ▪ 24 hours operation etc 	

Site 2	
<p>Current measures might include:</p> <ul style="list-style-type: none"> ▪ perimeter fencing; ▪ access controls; ▪ guarding; ▪ alarm systems; ▪ 24 hours operation etc 	
Site 3	
<p>Current measures might include:</p> <ul style="list-style-type: none"> ▪ perimeter fencing; ▪ access controls; ▪ guarding; ▪ alarm systems; ▪ 24 hours operation etc 	
Site 4	
<p>Current measures might include:</p> <ul style="list-style-type: none"> ▪ perimeter fencing; ▪ access controls; ▪ guarding; ▪ alarm systems; ▪ 24 hours operation etc 	
Site 5	
<p>Current measures might include:</p> <ul style="list-style-type: none"> ▪ perimeter fencing; ▪ access controls; ▪ guarding; ▪ alarm systems; ▪ 24 hours operation etc 	

Assess the vulnerability of your company's static sites to the theft of SSAN. This is an important part of the security assessment.

<p>Site 1</p>	
<p>You should describe:</p> <ul style="list-style-type: none"> ▪ how theft could occur; ▪ the likelihood of each scenario happening; ▪ the extent to which your current security measures – outlined above – are adequate or need extending; and ▪ what else could reasonably be done to reduce the risks of theft of SSAN <p>This may include assessing:</p> <ul style="list-style-type: none"> ▪ the risk of theft by workers' or trespassers; ▪ the weaknesses in physical security; and ▪ any deficiencies in procedures and record keeping 	
<p>Site 2</p>	
<p>You should describe:</p> <ul style="list-style-type: none"> ▪ how theft could occur; ▪ the likelihood of each scenario happening; ▪ the extent to which your current security measures – outlined above – are adequate or need extending; and ▪ what else could reasonably be done to reduce the risks of theft of SSAN <p>This may include assessing:</p> <ul style="list-style-type: none"> ▪ the risk of theft by workers' or trespassers; ▪ the weaknesses in physical security; and ▪ any deficiencies in procedures and record keeping 	

<p>Site 3</p>	
<p>You should describe:</p> <ul style="list-style-type: none"> ▪ how theft could occur; ▪ the likelihood of each scenario happening; ▪ the extent to which your current security measures – outlined above – are adequate or need extending; and ▪ what else could reasonably be done to reduce the risks of theft of SSAN <p>This may include assessing:</p> <ul style="list-style-type: none"> ▪ the risk of theft by workers' or trespassers; ▪ the weaknesses in physical security; and ▪ any deficiencies in procedures and record keeping 	
<p>Site 4</p>	
<p>You should describe:</p> <ul style="list-style-type: none"> ▪ how theft could occur; ▪ the likelihood of each scenario happening; ▪ the extent to which your current security measures – outlined above – are adequate or need extending; and ▪ what else could reasonably be done to reduce the risks of theft of SSAN <p>This may include assessing:</p> <ul style="list-style-type: none"> ▪ the risk of theft by workers' or trespassers; ▪ the weaknesses in physical security; and ▪ any deficiencies in procedures and record keeping 	

Site 5	
<p>You should describe:</p> <ul style="list-style-type: none"> ▪ how theft could occur; ▪ the likelihood of each scenario happening; ▪ the extent to which your current security measures – outlined above – are adequate or need extending; and ▪ what else could reasonably be done to reduce the risks of theft of SSAN <p>This may include assessing:</p> <ul style="list-style-type: none"> ▪ the risk of theft by workers' or trespassers; ▪ the weaknesses in physical security; and ▪ any deficiencies in procedures and record keeping 	

Security risk assessment in relation to SSAN in transit

Describe the length of journey(s) typically undertaken by your company's vehicles transporting SSAN, including usual start and finish destinations	
<i>Journey 1</i>	
Typical length of journey	
Typical duration	
Start destination	
Finish destination	
<i>Journey 2</i>	
Typical length of journey	
Typical duration	
Start destination	
Finish destination	
<i>Journey 3</i>	
Typical length of journey	
Typical duration	
Start destination	
Finish destination	
<i>Journey 4</i>	
Typical length of journey	
Typical duration	
Start destination	
Finish destination	
<i>Journey 5</i>	
Typical length of journey	
Typical duration	
Start destination	
Finish destination	
Does your company undertake any non-stop journeys transporting SSAN?	
Non-stop journeys	YES <input type="checkbox"/> NO <input type="checkbox"/>
How often	
What distances	
Describe the following measures currently in place for SSAN	

Measures currently in place to detect or prevent the theft of SSAN whilst in transit	
Measures currently in place to detect spillage and loss of SSAN whilst in transit	
Current record keeping procedures to reconcile stored, incoming and outgoing quantities of SSAN	
Assess the vulnerability of your company to the risk of theft of SSAN whilst in transit	
<p>This may include addressing the risk of theft from:</p> <ul style="list-style-type: none"> ▪ Drivers; ▪ Other workers; ▪ Outsiders during breaks in the journey 	
Describe current procedures for monitoring the location of vehicles and the well-being of drivers	
<p>This may include:</p> <ul style="list-style-type: none"> ▪ Route planning; ▪ Duress alarms; and ▪ Communications systems such as GPS, satellite or mobile phones 	
Assess the vulnerability of your company's vehicles to the risk of theft (hijacking) of these vehicles	
<p>This will require assessing the ease or difficulty of an unauthorised person gaining access to the driver's cabin at any time during the journey. Consideration should be given to:</p> <ul style="list-style-type: none"> ▪ Training of drivers; ▪ Physical security; ▪ Procedures, especially during stops when the vehicle is left unattended; and ▪ Emergency communications 	

Security risk assessment in relation to unexplained loss of SSAN

<p>Describe any procedures your company has in place to determine and investigate any unexplained loss of SSAN</p>	
Assess the vulnerability of your company to the risk of unexplained losses of SSAN	
<p>Consideration should be given to:</p> <ul style="list-style-type: none"> ▪ Whether your company has in the past encountered unexplained loss of SSAN; ▪ If so, the circumstances surrounding this; ▪ How might losses occur; ▪ The likelihood of this happening; and ▪ What procedures or precautions might reduce this risk 	

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 used by these people.

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: Maintaining the security plan

The name of the 'Responsible Person' has been provided under 'Company Details' (page 3) and should be included on the list of authorised persons at Attachment A. The responsible person must implement and maintain the security plan. Your company should also 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.

Note: security incidents must also be reported to the regulatory authority (NT WorkSafe) and local police – refer minimum requirement 10

Site security

Minimum Requirement 4: Details of your secure locations.

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

Secure location 1	
Address of location	
Details of the fencing at this location	
Details of the gates and types of locks on these gates at this location	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms	
Details of any security lighting	
Measures in place to restrict access to this location	
<p>If this includes a pass system, show details of:</p> <ul style="list-style-type: none"> ▪ Record keeping in relation to passes ▪ Action taken for forgotten or lost passes ▪ Procedures for revoking passes and retrieving passes when no longer used ▪ Auditing system for passes 	
How will consigners and/or carriers be identified	
Procedures for dealing with unauthorised access	

Insert text and a sketch including distances to protected works, quantities etc

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

Secure location 2	
Address of location	
Details of the fencing at this location	
Details of the gates and types of locks on these gates at this location	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms	
Details of any security lighting	
Measures in place to restrict access to this location	
<p>If this includes a pass system, show details of:</p> <ul style="list-style-type: none"> ▪ Record keeping in relation to passes ▪ Action taken for forgotten or lost passes ▪ Procedures for revoking passes and retrieving passes when no longer used ▪ Auditing system for passes 	
How will consigners and/or carriers be identified	
Procedures for dealing with unauthorised access	

Insert text and a sketch including distances to protected works, quantities etc

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

Secure location 3	
Address of location	
Details of the fencing at this location	
Details of the gates and types of locks on these gates at this location	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms	
Details of any security lighting	
Measures in place to restrict access to this location	
<p>If this includes a pass system, show details of:</p> <ul style="list-style-type: none"> ▪ Record keeping in relation to passes ▪ Action taken for forgotten or lost passes ▪ Procedures for revoking passes and retrieving passes when no longer used ▪ Auditing system for passes 	
How will consigners and/or carriers be identified	
Procedures for dealing with unauthorised access	

Insert text and a sketch including distances to protected works, quantities etc

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

Secure location 4	
Address of location	
Details of the fencing at this location	
Details of the gates and types of locks on these gates at this location	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms	
Details of any security lighting	
Measures in place to restrict access to this location	
<p>If this includes a pass system, show details of:</p> <ul style="list-style-type: none"> ▪ Record keeping in relation to passes ▪ Action taken for forgotten or lost passes ▪ Procedures for revoking passes and retrieving passes when no longer used ▪ Auditing system for passes 	
How will consigners and/or carriers be identified	
Procedures for dealing with unauthorised access	

Insert text and a sketch including distances to protected works, quantities etc

List the secure locations under your control where SSAN will be loaded, unloaded or temporarily stored.

Secure location 5	
Address of location	
Details of the fencing at this location	
Details of the gates and types of locks on these gates at this location	
Details of any guard systems or video/electronic surveillance, including procedures for responding to alarms	
Details of any security lighting	
Measures in place to restrict access to this location	
<p>If this includes a pass system, show details of:</p> <ul style="list-style-type: none"> ▪ Record keeping in relation to passes ▪ Action taken for forgotten or lost passes ▪ Procedures for revoking passes and retrieving passes when no longer used ▪ Auditing system for passes 	
How will consigners and/or carriers be identified	
Procedures for dealing with unauthorised access	

Insert text and a sketch including distances to protected works, quantities etc

Load security

Minimum Requirement 5: Details of your secure transportation arrangements.

Details of the vehicles you will be using to transport SSAN.

Vehicle make	Type	Registration number

Details of the routes to be travelled transporting SSAN.

This must include start and finish points and any planned stops en route.

Starting point	Planned stop(s)	Ending point

Attach relevant sketches/maps/further information

Details of how the load will be secured.

Loads must be secured by:

- lock and key; or
- constant surveillance; or
- substantial tamper-proof seals.

Details should be provided of the lock or locking device, the seals to be used, or arrangements to maintain constant surveillance of the load, especially during stops.

Minimum Requirement 6: Loads left unattended in transit

Describe measures and procedures to be implemented when loads are left unattended in transit.

This should include:

- designating secure locations at which the load will be left unattended; and
- procedures for checking the load after each stop.

Minimum Requirement 7: Rail transport

Describe the measures and procedures to be implemented to secure the load during transportation by rail.

Procedures

Minimum requirement 8: Access control procedures

Describe the procedures for controlling the access of people to consignments of SSAN.

This will include procedures to:

- control the access of unauthorised people to the consignment; and
- maintain the security of any keys used.

Minimum requirement 9: Monitoring of the consignment's location while in transit

Describe the system for monitoring the location of the consignment whilst in transit.

Describe the instruction to be given to workers in emergency procedures.

Minimum requirement 10: Record keeping and inventory/consignment procedures

Describe the system to be implemented to maintain records of consignments.

These records should include:

- recording of licence details of those supplying the SSAN and those receiving delivery;
- seal types and numbers, and any changes in seals necessary for part-load deliveries;
- records to confirm on a load-by-load basis that the load was/was not delivered with seals/locks intact;
- accurate weight measurement or other reconciliation (e.g. number of bags) of all SSAN at loading and unloading;
- a system to ensure that product returns of both merchantable quality and spillage recovery are accurately documented and appropriately accounted for;
- the procedures for reporting and following up any unexplained losses;
- the checks that will be made to ensure that vehicles conveying SSAN are suitable to meet security requirements (i.e. vehicles on which the load can be locked or seals can be fitted to detect removal of product); and
- protocols for refusing the loading of any vehicle not equipped for that purpose.

You may wish to develop a pro-forma for your company for these records.

Describe the procedures for 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

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

* Documents sighted need to total 100 points, including at least one of the documents (passport, full birth certificate or citizenship certificate) worth 70 points

Further identification checks		
Previous employer (contact to confirm previous employment)		Contacted YES <input type="checkbox"/> NO <input type="checkbox"/>
Referees		Contacted
<i>Referee 1</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Referee 2</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Referee 3</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>

