



**SAFETY AND SECURITY OVERSIGHT PROGRAM
FGTS SPP REVIEW CHECKLIST**

**SSO-21
09-13-05**

FGTS: _____ **Date:** _____

Plan Title: _____ **Reviewed By:** _____

No.	Does Plan Contain or Provide for:	Included		Page Ref.	Comments
		Yes	No		
1	Established written policy statement				
2	The security plans are updated to reflect anti-terrorist measures and any current threat conditions				
3	The security plans are part of an integrated system program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems				
4	The security plans are signed, endorsed and approved by top management				
5	The security program is assigned to a senior level manager				
6	Security responsibilities are defined and delegated from management to front line employees				
7	Operations and maintenance supervisors, forepersons, and managers are responsible for security issues under their control				
8	A threat and vulnerability assessment resolution process is established and used				



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9	Security problems are identified and information is reported				
10	Background investigations are conducted on all new front-line employees				
11	Criteria for background investigations are established				
12	Security orientation or awareness materials are provided to all front-line employees				
13	Ongoing training programs on security procedures by work area are provided				
14	Public awareness materials are developed and distributed on a system wide basis				
15	Periodic audits of security polices and procedures are conducted				
16	Tabletop and functional drills are conducted at least once every six months and full-scale exercises, coordinated with regional emergency response providers, are performed at least annually				
17	Access to documents of security critical systems and facilities are controlled				
18	Access to security sensitive documents is controlled				



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19	Background investigations are conducted of contractors or others who require access to security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities				
20	Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels				