



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

SSO-20
09-13-05

FGTS:		Acceptable	Unacceptable	FGTS Annual Review Date:		Acceptable	Unacceptable
_____				_____			
Plan Title:				Revision Number:			
_____				_____			
No	SPP Item			No	SPP Item		
1	Established written policy statement			11	Criteria for background investigations are established		
2	Plans are updated			12	Security orientation or awareness materials are provided to employees		
3	Plans are part of an integrated system program			13	Ongoing training programs on security procedures are provided to employees		
4	Plans are signed, endorsed and approved by top management			14	Public awareness materials are developed and distributed		
5	Program is assigned to a senior level manager			15	Internal security reviews of security polices and procedures are conducted		
6	Responsibilities are defined and delegated			16	Tabletop and functional drills are conducted periodically		
7	Operations and maintenance supervisors, and managers are held accountable for security issues under their control			17	Access to documents of security critical systems and facilities are controlled		
8	A threat and vulnerability assessment resolution process is established and used			18	Access to security sensitive documents is controlled		
9	Security problems are identified and information is reported			19	Background investigations are conducted of contractors or others who require access to security critical facilities		
10	Background investigations are conducted for employees			20	Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels		

The SPP is:

_____ Acceptable

_____ Unacceptable, Revise and Resubmit

Reviewed By:

Date:

Approved By:

Date:
