

Security Inspection and Validation

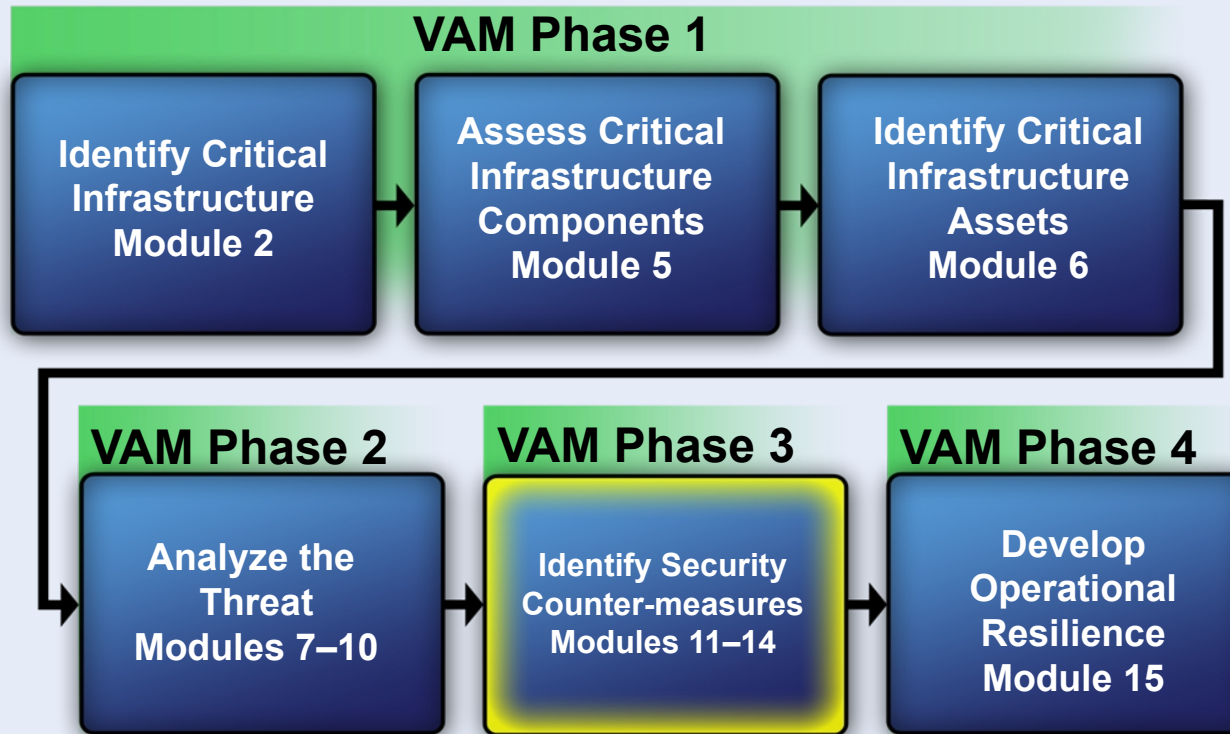


Module Objective

- **By the end of this module, you will be able to describe how to develop a security inspection and validation program**



Physical Protection System



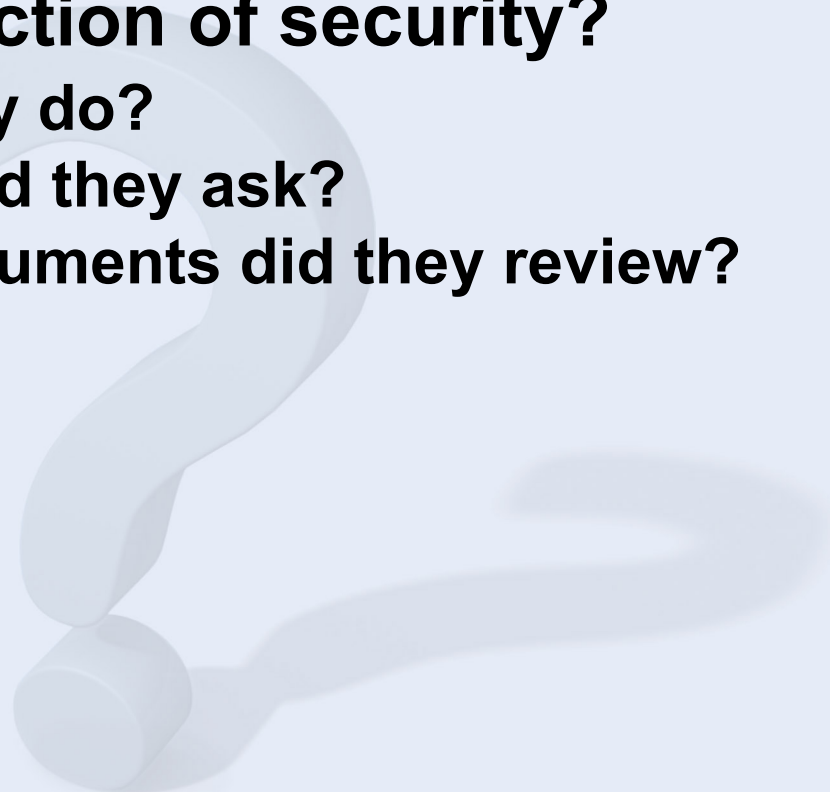
Purpose of a Security Inspection and Validation Program

- **Provides management with a means to evaluate the effectiveness of an existing physical protection system**
- **Evaluates all aspects of the critical infrastructure's assets including personnel, processes, equipment, and information**



Discussion Questions

- **Have evaluators ever come to your agency to conduct an inspection of security?**
 - If so, what did they do?
 - What questions did they ask?
 - What types of documents did they review?



Elements of a Security Inspection and Validation Program

- **This section will cover:**
 - **Introduction**
 - **Reference list**
 - **Definitions list**
 - **How to conduct the program**
 - **Responsibilities of senior managers**



Introduction

- States the purpose of the inspection
- Explains to whom the information applies



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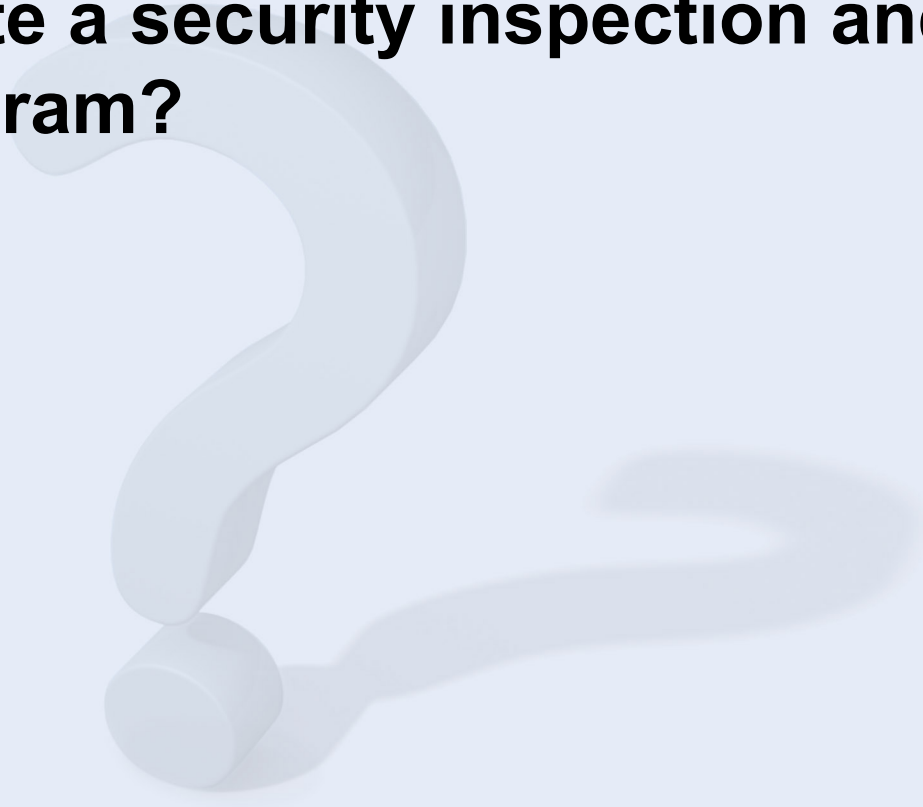
Reference List

- Cites all sources used to formulate the security inspection and validation program
- Includes regulations, policies, and procedures
- Allows evaluators to easily locate documentation



Discussion Question

- **What types of policies and procedures can you use to formulate a security inspection and validation program?**



Definitions List

- **Provides comprehensive list of unfamiliar terms or acronyms**
- **Helps ensure all evaluators understand all terms**
- **Clarifies how terms are used within context of a security inspection and validation program**



Conducting Inspections

- Includes a detailed description of how inspections should be conducted
- Should include the following roles:
 - Team leader
 - Technical writer or editor
 - Subject matter experts



Conducting Inspections — Team Leader (1 of 2)

- **Meet with representatives from critical infrastructure**
- **Determine required skill set for team and selecting members**
- **Establish activity schedules**
- **Conduct team meetings**



Conducting Inspections — Team Leader (2 of 2)

- **Monitor the progress of team assignments**
- **Gather information required to complete security inspection and validation process**
- **Coordinate all activities with representatives**
- **Ensure all required briefings and reports are written**



Conducting Inspections — Technical Writer (1 of 2)

- **Ensure the current required report format is used in written report**
- **Attend meetings and maintain a record of the decisions made and actions to be taken**
- **Ensure the report is properly classified and marked in accordance with specific guidelines**



Conducting Inspections — Technical Writer (2 of 2)

- Review data collected with the security inspection and validation team
- Collect facility data and organize it into reference files for use
- Ensure that the appropriate individuals review all documentation for classification purposes



Conducting Inspections — Subject Matter Expert (1 of 2)

- **Collect security inspection and validation data based on area of expertise**
- **Research documentation of past performance and identify what changes, if any, have occurred**



Conducting Inspections — Subject Matter Expert (2 of 2)

- **Coordinate activities with site safety and security personnel prior to conducting any performance testing or site visits**
- **Attend scheduled meetings and provide adequate documentation to the team leader and technical writer**



Senior Management Responsibilities

- **Address observations and findings of the security inspection and validation program:**
 - **What to do after the security inspection and validation is completed**
 - **Specify which positions are responsible for which corrective actions**



Documenting Elements in Standard Operating Procedures

- **Creates a comprehensive plan by documenting all elements in standard operating procedures manual**
- **Promotes consistency and accuracy for the security inspection and validation team**



Security Inspection and Validation Program Directive (1 of 2)

Refer To:

Workbook 14.1



- **A written order for implementing and conducting the program**
- **Provides information for:**
 - Reason for the order
 - Manner in which the inspection will be conducted
 - Required format for findings and observations
 - Description of corrective action plan



Security Inspection and Validation Program Directive (2 of 2)

Refer To:

Workbook 14.1



▪ Discussion questions:

- What is the purpose of this program?
- How many references were considered for this program?
- What would initiate a program update?
- What responsibilities are assigned to the critical infrastructure security manager?



Phases of the Security Inspection and Validation Program

- **This section will cover:**
 - **Phase 1: Inspection planning**
 - **Phase 2: Conducting inspection**
 - **Phase 3: Close-out**



Phase 1: Inspection Planning (1 of 2)

- Gather and review primary documents
- Identify records and other documents that will be reviewed on-site
- Identify assets associated with the critical infrastructure



Source: DS/T/ATA



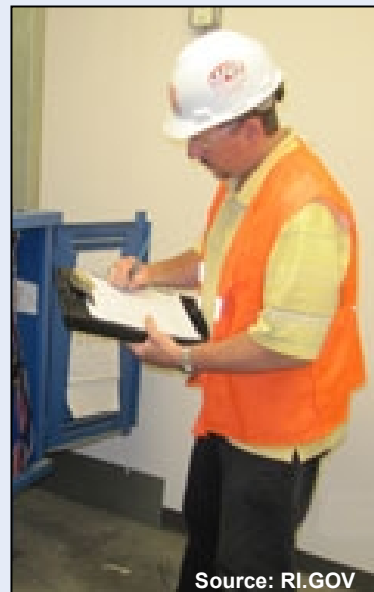
Phase 1: Inspection Planning (2 of 2)

- Familiarize team members with the site
- Determine the extent of the inspection
- Identify essential personnel to be interviewed
- Identify systems performance tests



Phase 2: Conducting the Inspection

- Conduct data collection and analysis
- Review all pertinent records and documents
- Interview essential personnel
- Tour facility and observe employees
- Conduct limited scope performance testing



Security Inspection and Validation Checklists (1 of 2)

Refer To:

Workbook 14.2



- Quick reference and can be used by anyone on the security inspection and validation team
- Can provide pass or fail information for the report



Security Inspection and Validation Checklists (2 of 2)

Refer To:

Workbook 14.2



- **Used to assess each of the following areas:**
 - Policies and procedures
 - Technology
 - Ability to delay access
 - Security force



Limited Scope

Performance Testing Purpose

- **Ensure procedures are being followed as directed**
- **Verify that variances are documented**
- **Confirm that the physical protection system is operating as expected**



Limited Scope Performance Testing Classes

Refer To:

Workbook 14.3



- Operability tests
- Performance tests
- Post-maintenance tests
- Whole system and limited scope tests
- Evaluation tests



Limited Scope Performance Testing Results

- Recorded and later analyzed
- Used to assign a rating of the physical protection system



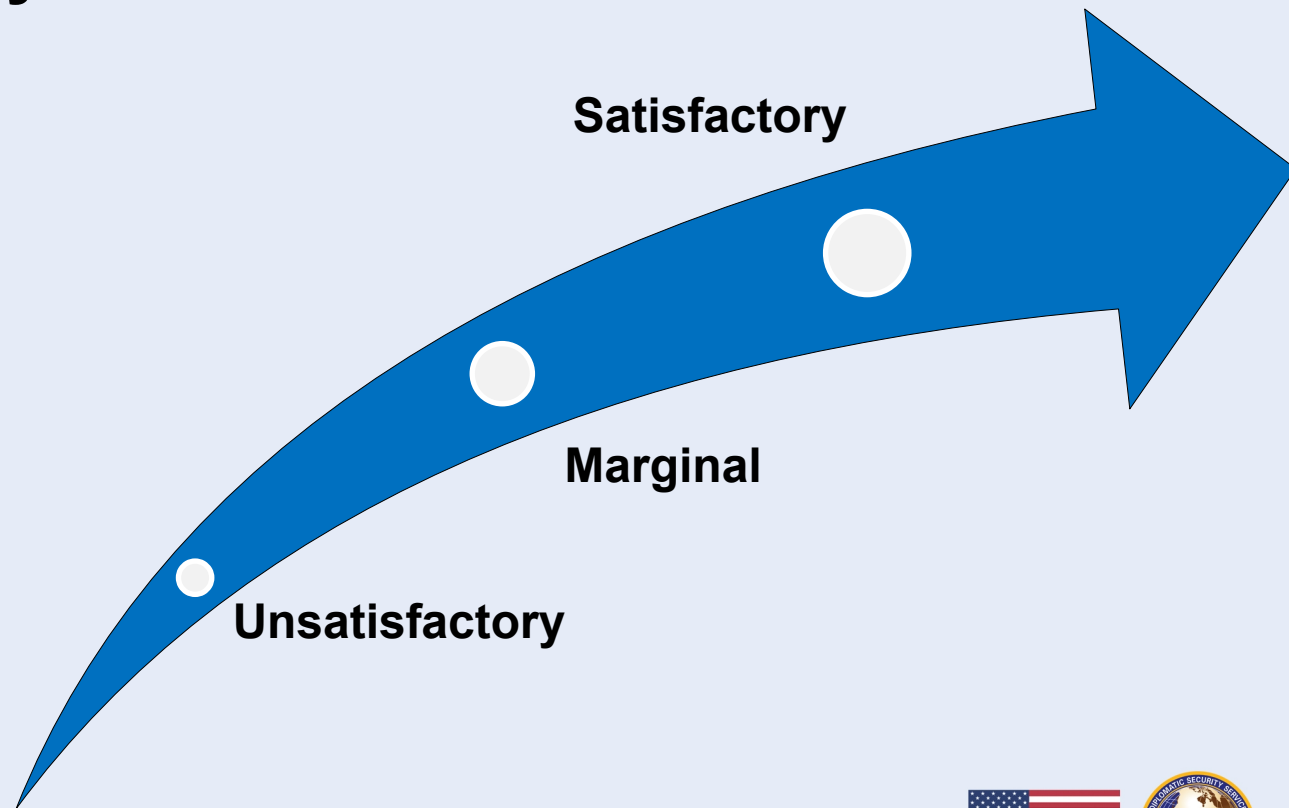
Limited Scope Performance Testing Rating System

Refer To:

Workbook 14.3



- Satisfactory
- Marginal
- Unsatisfactory



Phase 3: Close-Out

- **Goals:**
 - Identify findings and observations
 - Discuss the effect on the critical infrastructure
 - Assign a rating
- **Present findings**
- **Create a report**



Security Inspection and Validation Report (1 of 2)

Refer To:

Workbook 14.4



- **Executive summary**
- **Introduction**
- **Security inspection and validation methodology**
- **System assessment**



Security Inspection and Validation Report (2 of 2)

Refer To:

Workbook 14.4



- Performance testing requirements
- Recommendations
- Conclusions
- References



Threaded Exercise—National Ministries Building Part 7 (1 of 2)

Refer To:

Threaded Exercise
Workbook Part 7



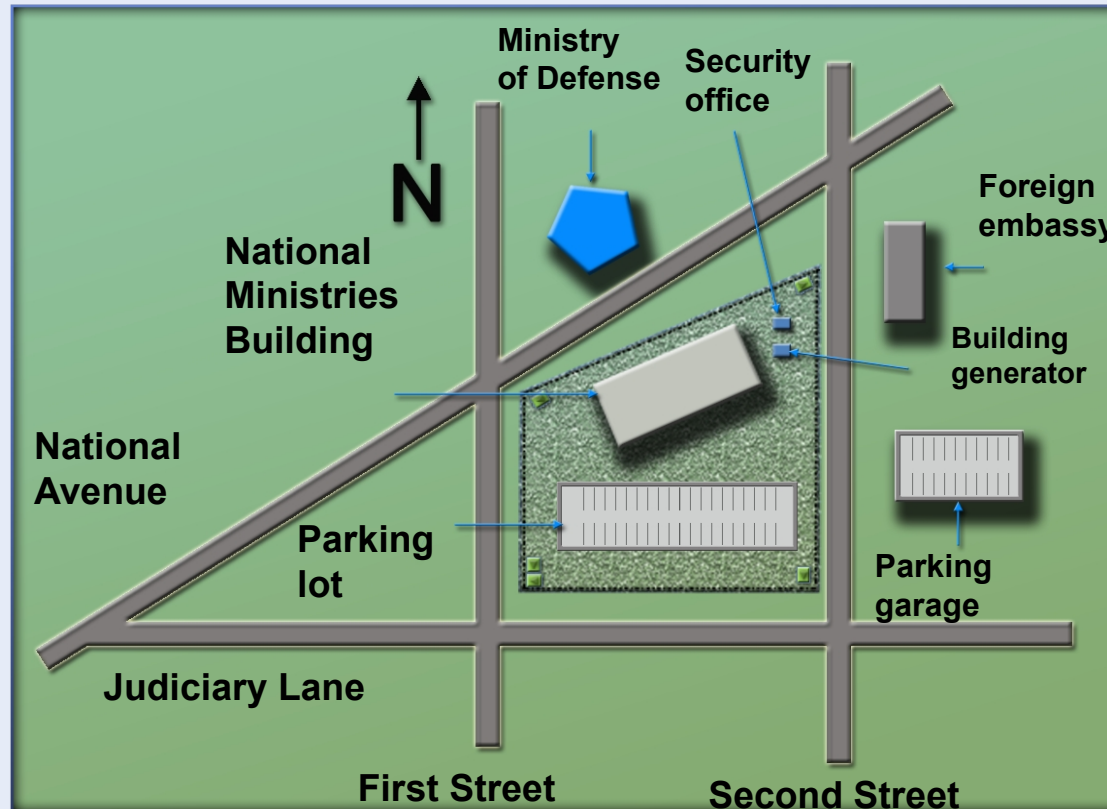
- **Purpose:** to develop a security inspection and validation checklist for the National Ministries Building
 - **Duration:** 60 minutes (45-exercise;15-debrief)
 - **Group composition:** table groups
 - **Debrief:** large-group discussion



Threaded Exercise—National Ministries Building Part 7 (2 of 2)

Refer To:

Threaded Exercise
Workbook Part 7



TeachBack Moment



- **What are elements of the security inspection and validation program?**
- **What are the three phases of a security inspection and validation program?**



Module Summary

- **Purpose of a security inspection and validation program**
- **Elements of a security inspection and validation program**
- **Phases of the security inspection and validation program**

