

WORKBOOK 14.4: SECURITY INSPECTION AND VALIDATION REPORT

Purpose: To present additional information on the security inspection and validation report

- The security inspection and validation report includes the following sections and information:
 - **Executive summary** — is a concise summary of the elements of the security inspection and validation program used to determine the effectiveness of the physical protection system.
 - More detailed information will be included in subsequent sections of the report. Information in this section should provide the reader with an overall view of the effectiveness of the facilities' security posture.
 - A brief facility description should be included that depicts the facilities' mission, targets being protected, their location, and the type of threat that exists.
 - The type of protection strategies for each target should be outlined as well as the strategies an adversary would use against a target.
 - Recommendations for system improvements are briefly outlined and discussed as appropriate.
 - **Introduction** — this section describes the purpose of the security inspection and validation and outlines the requirements of the report.
 - In addition to purpose, a scoping statement is written, which ensures that the reader understands what facility areas and targets were analyzed.
 - Any assumptions the security inspection and validation team developed during the analysis is illustrated in this section.
 - Planning assumptions could include items such as information from specific referenced documents, agreements between and agreed on by appropriate critical infrastructure representatives, and other presumptions identified as a result of conducting the security inspection and validation program.
 - **Security inspection and validation methodology** — the methodology section should include a more detailed description of the process used to conduct the security inspection and validation.
 - This is similar to the conducting the inspection section of the standard operating procedure, discussed earlier in the module.
 - This should also include the team approach used to conduct the security inspection and validation, such as team composition, coordination efforts, information collection process, and the information validation process.
 - **System assessment** — this section should offer the reader a visual picture of the critical infrastructure analyzed.
 - Photographs, diagrams, and protection element descriptions are important when illustrating the current physical protection system.
 - Additionally, the means in which protection system elements were validated are described in the section.
 - Other items discussed should include detection, access controls, delay elements, and response force capabilities.

- **Performance testing requirements** — information on the limited scope performance testing should be included in this section along with the results from the testing.
 - At a minimum, this should include:
 - Description of the performance test(s) used
 - Process used to identify critical elements and the types of test(s) to which the critical infrastructure is subjected
 - Test results
 - Whether system passed or failed
 - Rating
 - Performance test results from tests completed while conducting an inspection should be analyzed and summarized, along with a rationale for the ratings assigned: satisfactory, marginal, or unsatisfactory.
 - The degree of risk for vital national security interests may be considered when assigning ratings.
 - Final ratings should be the decision of the security inspection and validation team leader, with subject matter expert input.
 - These ratings may be applied to protection program topic areas, summary areas, or, in the case of special inspections, and safeguards and security readiness reviews may be applied to a single facility rating for the areas emphasized during that inspection.
- **Recommendations:**
 - The highest priority recommendations should be included in the executive summary.
 - Include a description of the security inspection and validation team's observations and findings as well as detailed recommendations on how to improve the physical protection system.
 - This section should also include any further analysis needed to ensure that appropriate and cost effective recommendations will yield expected improvements.
- **Conclusions:**
 - This section should clearly illustrate the facility's present protection effectiveness level and briefly describe what recommendations should be implemented.
 - The new or improved protection effectiveness levels should be discussed as appropriate.
- **References:**
 - References should include information used by the team in analyzing the facility.
 - Such items could include orders and guidance documents, site safety plans, specialized reports, and results from past performance testing data.