

SECURITY PLAN

Small Scale 'SO2'

Security Sensitive Ammonium Nitrate (SSAN)

Security Sensitive Explosives (SSE)

IN ACCORDANCE WITH PART 2 OF THE SECURITY-SENSITIVE DANGEROUS SUBSTANCES ACT

tick ✓

New (Initial) Security Plan

Amendment to existing Security Plan

This Risk Assessment and Security Plan has been prepared by:

Name	
Position held	
Contact No.	

Note: Please print responses/information clearly.

- The storage and transport guidance notes detail minimum requirements only, every permit applicant should consider their own individual circumstances when creating a security plan.
- **You should add additional pages if more space is required.**

A concise explanation must be provided where any part of this template is deemed not relevant or cannot be answered.

PERSONAL INFORMATION PROTECTION STATEMENT

Personal information we collect from you for Permit and Identity Card processes will be used by Workplace Standards Tasmania for that purpose and may be used for other purposes permitted by the *Security-sensitive Dangerous Substances Act 2005* and associated laws. Failure to provide this information may result in your application not being processed or records not being properly maintained. Your personal information may be disclosed to contractors or agents of Workplace Standards Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service.

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I. APPLICANTS DETAILS

Important Note

Refer to SOI Application Form.

2. DESCRIPTION OF APPLICANTS RESTRICTED ACTIVITIES RELATED TO SSAN/SSE

Activity - tick appropriate box/es				
Importing <input type="checkbox"/>	Exporting <input type="checkbox"/>	Transporting <input type="checkbox"/>	Storing <input type="checkbox"/>	Buying <input type="checkbox"/>
Selling or supplying <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	Using or disposing <input type="checkbox"/>		
Types of SSAN usually handled - tick appropriate box/es				
Ammonium Nitrate (SSAN)	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Product name				
Approx. annual volume handled				
Other SSAN based substance	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Product name				
Approx. annual volume handled				

Types of SSE usually handled - tick appropriate box/es

Packaged explosives	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
Boosters	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
Detonators	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
Initiator	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Product name		
Approx annual volume handled		
Other SSE Products eg. - Propellant powders - Black powder - Pest control (seal crackers)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Describe the purpose for which you require the storage and handling of SSAN/SSE.		

3. RISK ASSESSMENT (Use guidance notes – Attachment E) (If more than one site, this template page can be copied and completed)

Storage/Manufacture Security Risk Assessment Property Identity Number (PID)	For this Site storage of SSAN/SSE what is the distance (M) to :			
	Fuel Storage /dispensing		Housing	Public facilities (Schools / Hospitals)
Other businesses	Public Roads	Other storages of explosives or explosive precursors		
Site Address				
RISKS	Likelihood			Measures to Prevent or Mitigate / Additional Comment
	H	M	L	
Unauthorised access to storage site.				
Vulnerability of this site to the theft of SSAN.				
Vulnerability of this site to sabotage.				
Other Risks – including unexplained loss				

4. PERSONNEL MANAGEMENT

If any worker is to have **unsupervised** access to SSAN/SSE their identity must be checked and a 'Consent to Release Tasmanian and National Police Record' form completed. 'Unsupervised Access' means: access to SSAN/SSE when no other person with authorised access is present or has control over the SSAN/SSE.

IDENTIFICATION CHECKLIST

No	NAMES FAMILY NAME GIVEN NAMES		D.O.B	POSITION HELD IN COMPANY E.g. RW - Responsible Worker (driver, storeman, shot-firer etc)	DOCUMENTS SIGHTED TO VERIFY IDENTIFICATION										ID. Points Must total at least 100 pts			
					70	70	70	40	40	35	25	25	25	25		25		
					At least one of the 3 documents below must be sighted			An Australian Government Issued ID Card (issued for financial benefit)	Driver's licence (must contain photo and signature)	Bank Mortgage records over property	Current Credit or ATM Card	Medicare Card	Key Pass Photo Identification Card	Shopping Store Card		Current Utility Account (i.e.: local council Rates/Gas/Electricity)		
E.g.	DOE	JANE	9/01/65	RW - DRIVER		✓			✓									110
1																		
2																		

Implementing and maintaining the security plan

A nominated person must implement and maintain this security plan.

You will have already named the 'Nominated Person' under 'Applicant Details'. You may consider appointing an assistant who would fulfil this role when the nominated person is absent.

Name of nominated person	
Assistant (if appropriate)	

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;
- procedures for receiving and providing security information to any staff;
- how security incidents will be reported and investigated; and
- how regularly the security plan will be reviewed and updated.

5. STORAGE SITE SECURITY

Details of your secure storage arrangements for SSAN/SSE.

For your site, provide a plan of your property including where the SSAN/SSE will be stored.

- For small properties, this could be one site plan of the storage facility and its immediate surroundings.
- For larger properties, provide two plans; one showing the overall site and surrounds and another more detailed plan of where the SSAN/SSE will be stored. (A3 size recommended)
- For all plans include:
 - An indication of true north,
 - The distance to the nearest public road, property boundaries,
 - Distance to any nearby public or private buildings (include residences),
 - Internal road layout, vehicle entry points and
 - Distances to fuel storage and dangerous goods stores.
- Note: Copies of plans prepared for other WST legislative requirements may be amended and supplied to meet this criterion.

Details about Storage Site	(Insert details below)
Name of property:	
Address of property:	
PID reference number of secure store:	
Type of structure containing the SSAN/SSE (e.g. brick, masonry, sheetmetal, etc):	
Approximate dimensions of this structure:	
Volumes of SSAN to be stored: Usual volume: Maximum volume: Volume per annum	
Volumes of SSE to be stored: Usual volume Maximum volume Volume per annum	
Entry points: Doors: (describe number, type etc):	
Locks: (Describe the types of locks on the door(s):	
Windows (describe the number, dimensions, and whether locked or barred or alarmed):	
Any other security measures: (describe any other security measures such as signage, fencing to the entire site, locked gates, alarms, patrols, guard dogs, lighting etc).	

6. LAND TRANSPORT SECURITY

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

Vehicle make	Type (e.g. tray truck , ute,)	Registration Number

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.

7. PROCEDURES

Controlling access to the secure site/store/vehicle.

Describe the procedures for controlling the access of unauthorised people to site, stores, vehicles or consignments of SSAN/SSE.

This might include:

- measures in place to restrict access;
- procedures for dealing with unauthorised access; and
- procedures to maintain the security of any keys used.

(insert text)

Record keeping and inventory procedures

Describe the system to be implemented to maintain records of purchases/acquisitions and sales/supply of SSANSSE.

These records must include:

- The SSDS Permit & Identity Card details of those supplying you with SSAN/SSE;
- The SSDS Permit & Identity Card details of those receiving SSAN/SSE from you;
- Quantities of SSAN/SSE into and out of your possession (you may wish to use the template at Attachment A or develop your own pro-forma);
- Quantities used in regular activities including: blasts, disposal and use;
- The procedures for reporting and following up any unexplained losses;
- How consignments are delivered to, and transported away from the site (mode and security); and
- Regular stock-taking to verify quantities;
- Permit holder must keep the records referred to above in good condition for at least five (5) years, or for a minimum period required in other relevant codes/Australian standards.

(insert text)

Describe the procedures for investigating and reporting

security incidents

(Such as thefts, attempted thefts, sabotage or attempted sabotage, break-ins, attempted break-ins, unexplained losses or any other security incidents).

(insert details)

Security incidents must be reported to the local police and the regulatory authority

8. CONTACTS LIST

Local Police	Contact name	
	Address	
	Phone	
	24 hr phone no	
	Email	
Regulatory Authority	Contact name:	Workplace Standards Tasmania
	Address:	PO Box 56, Rosny Park 7018
	24 hr phone no:	1300 366 322 or (03) 6233 7657 (Outside Tasmania)
	Fax:	(03) 6233 8338
	Email	wstinfo@justice.tas.gov.au

Stock Control (of regular activities)

Date	Type & quantity of SSAN/SSE	UN No.	Purpose/Use	Name and Responsible Worker ID No.	Signed in or out by (signature)	Taken/ Returned (T/R)	Current Stock
<i>e.g. 10/11/08</i>	<i>10kgs SSAN</i>	<i>1942</i>	<i>Tree removal at Forestry coupe 642</i>	<i>Joe Blow R/W ID: 1234</i>	<i>J Blow</i>	<i>T</i>	<i>40kgs SSAN</i>
<i>e.g. 10/11/08</i>	<i>5kgs SSAN</i>	<i>1942</i>	<i>Return of unused SSAN</i>	<i>Joe Blow R/W ID: 1234</i>	<i>J Blow</i>	<i>R</i>	<i>45kgs SSAN</i>
<i>e.g. 12/11/08</i>	<i>5 kgs. Powergel 5 dets</i>		<i>Rock removal at Forestry coupe 642</i>	<i>Eva Smith R/W ID: 103</i>	<i>E Smith</i>	<i>T</i>	<i>20 kg Powergel 50 dets</i>