

SECURITY PLAN TEMPLATE

[INSERT FULL BUSINESS NAME]

ROAD / RAIL TRANSPORT SECURITY PLAN

RESTRICTED

[When completed]

IMPLEMENTED

[Insert date]

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Guide to completing a security plan

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For those engaged in the carriage of high consequence dangerous goods, the implementation of a transport security plan is a mandatory requirement as detailed in Chapter 1.10 of the ADR & RID Regulations.

High consequence dangerous goods are defined in the regulations as those which have the potential for misuse in a terrorist event and which may, as a result, produce serious consequences such as mass casualties, mass destruction or, particularly for Class 7, mass socio-economic disruption.

The list of high consequence dangerous goods can be found at sub chapter 1.10.3.1.2. The provisions of chapter 1.10 do not apply to the carriage of limited quantities and quantities below the levels of subsection 1.1.3.6.3 of ADR. It is important to note that in terms of security provisions, 1.1.3.6.3 also applies to tank and bulk transport by road vehicles.

Delete or mark as N/A any parts of this template that are not applicable to you. Add any further transport or site related security information not included within this template. This is only a suggested template, you could choose to adopt this, adapt this, or create one of your own that suits your operation.

If you have a road and rail connection, you may choose to create a combined document for both operations; it is also acceptable to keep them separate. For operators with multiple sites, you may wish to create one company-wide security plan for the whole operation, or one for each transport site. Do what is best for your operation.

The completed plan must address at least all the elements specified in sub chapter 1.10.3.2.2 of the ADR & RID regulations.

For further advice please refer to the Dangerous Goods security guidance which can be found at:
<https://www.gov.uk/government/publications/security-requirements-for-moving-dangerous-goods-by-road-and-rail>

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SECTION 1: Business details

1. Name of company/organisation

[Insert text]

2. Full correspondence address

[Insert text]

3. General telephone and e-mail contact details

[Insert text]

4. Full address(es) of location(s) security plan applies to

[Insert text]

5. Telephone and e-mail contact details for site security plan applies to

[Insert text]

6. Name of nominated security co-ordinator

[Insert text]

7. Contact details for this security co-ordinator

[Insert text]

8. Training given to security co-ordinator

[Insert text]

9. Name of the Dangerous Goods Safety Advisor (DGSA)

[Insert text]

10. Overview of current operations.

[Insert text. This section should contain a description of the business, provide an overview of the current transport operations and the function of sites it applies to. It should explain the purpose and scope of the security plan and why it is in place.]

11. List of dangerous goods

[Insert text Classes carried if long list of UN numbers, indicate which are HCDG]

SECTION 2: Management of security

(1) PEOPLE

Who is ultimately responsible for the management and control of the security plan?

[Insert text]

Procedures for recording meetings and actions with regard to security

[Insert text]

Procedures for receiving and disseminating security information to relevant staff

[Insert text]

List of other people responsible for the management of security issues that the security plan applies to, and their duties

See Annex A

List of people authorised to handle high consequence dangerous goods

See Annex B

Risk assessment of current transport operations

See Annex C [if the risk assessment is too detailed to be included in the security plan, then state where the document is stored]

Details of people who have access to the security plan

See Annex D

Record of reviewing and updating the security plan.

See Annex E

Site Plans showing the location of all restricted areas, controlled buildings, protected areas and access points to these areas and buildings, company and visitor parking.

See Annex F

(2) RESPONSE TO AND REPORTING OF SECURITY THREATS, INCIDENTS, AND BREACHES OF SECURITY

Reporting procedures

[Insert text]

Recording procedures

[Insert text]

Security incident investigation procedure

[Insert text]

(3) EVACUATION PROCEDURES AND ROUTES

Details of evacuation procedures

[Insert text]

Details of muster points and safe refuge areas

[Insert text]

(4) SECURITY OF INFORMATION

Security procedures for hard copy information considered security sensitive

[Insert text]

Security procedures for electronic information considered security sensitive

[Insert text]

How will the records of dangerous goods movements be kept?

[Insert text]

How will hard copy information be destroyed?

[Insert text]

(5) SECURITY EQUIPMENT

Details of site security equipment

[Insert text]

Details of maintenance programme for security equipment

[Insert text]

Action to be taken if equipment fails

[Insert text]

Details of vehicle security equipment

[Insert text]

Action to be taken if equipment fails

[Insert text]

(6) SECURITY TRAINING

Describe induction and refresher security training. We recommend reviewing all induction and refresher training to ensure all outcomes and competencies within the DfT DG Security Training Guidance is being met.

The guidance can be found here:

<https://www.gov.uk/government/publications/security-requirements-for-moving-dangerous-goods-by-road-and-rail>

Details of dangerous goods security awareness training programme for all staff.

[Insert text]

Details of security refresher training

[Insert text]

Details of training programme for personnel with specific security duties

[Insert text]

Details of procedures for maintaining training records (Where they are kept, how long for and who has access to them)

[Insert text]

(7) SECURITY PLAN TEST & REVIEW PROCEDURE

Describe how and when the plan is reviewed and tested and include the names or roles of those involved.

For testing of the plan consider desktop exercises using scenarios such as theft or hijack.

All tests and reviews should be recorded in annex E.

Details of security drills and testing of the security plan

[Insert text]

(8) DETAILS OF HOW CONSIGNORS, CARRIERS AND/OR DRIVERS WILL BE APPROPRIATELY IDENTIFIED

[Insert text]

(9) DETAILS OF NEW EMPLOYEE VERIFICATION PROCESS

[Insert text]

SECTION 3: Communication

(1) COMMUNICATION LINKS

Details of communication links with drivers

[Insert text]

Details of any back-up communication links

[Insert text]

Details of vehicle monitoring or tracking

[Insert text]

(2) SECURITY ALERTS

People to be informed of a site security alert

[Insert text]

People to be informed of a journey security alert

[Insert text]

Action to be taken following a security alert

[Insert text]

(3) COOPERATION WITH OTHER PARTIES

Details of how threat information is exchanged with carriers, consignors, consignees and competent authorities

[Insert text]

Details of how security information is shared with carriers, consignors, consignees, infrastructure managers and competent authorities

[Insert text]

Response to changes in national threat conditions

[Insert text]

(4) RESPONSE AGENCIES

Emergency Services 999

Police [CTSA]

Contact name:	[insert text]
Address:	[insert text]
Telephone number:	[insert text]
24hr telephone number:	[insert text]
Fax:	[insert text]
E-mail:	[insert text]

Department for Transport

Land Transport Security Division
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Tel: 020 7944 3288
E-mail: landsecurity@dft.gov.uk (Primary Contact)

DVSA (If applicable)

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Highways England

24hr telephone number: [0300 123 5000]
E-mail: [info@highwaysengland.co.uk]

Environment Agency

24hr telephone number: [0800 80 70 60]
E-mail: [enquiries@environment-agency.gov.uk]

Other (such as Professional/industry Associations MOD etc)

Name of authority: [insert text]
Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

SECTION 4: Measures of site security

(1) DESIGNATED PROTECTED AREAS, BUILDINGS AND LOCATIONS WHERE DANGEROUS GOODS ARE TEMPORARILY STORED IN THE COURSE OF TRANSPORT

List of restricted areas and buildings, indicate if members of the public are allowed access.

Area 1 [insert text]
Area 2 [insert text]
Area 3 [insert text]
Area 4 [insert text]

Area 5 [insert text]

Building 1 [insert text]

Building 2 [insert text]

Building 3 [insert text]

Building 4 [insert text]

Building 5 [insert text]

Details of people responsible for checking & controlling access to these areas.

[Insert text]

(2) SECURING RESTRICTED AREAS FROM UNAUTHORISED ACCESS

Details of equipment such as fencing, walls, gates or any other features used to protect restricted areas or buildings from unauthorised access

[Insert text]

Details of procedures in place for preventing unauthorised access to dangerous goods

[Insert text]

Measures in place to restrict access at control points

[Insert text]

Procedures for dealing with unauthorised access

[Insert text]

(3) PASS SYSTEMS

Details of pass system in operation

[Insert text]

Details of pass system record keeping

[Insert text]

Action to be taken when pass is lost

[Insert text]

Procedures for retrieving passes when no longer used and for revoking passes

[Insert text]

Procedures for auditing system of passes

[Insert text]

(4) MONITORING RESTRICTED AREAS, CONTROLLED BUILDINGS AND AREAS TO PROTECT

Lighting

[Insert Details of security lighting in place]

Details of CCTV systems and procedures

[Insert text, list of places monitored using CCTV]

Details of recording equipment and procedures

[Insert text]

Details of Perimeter Intrusion Detection systems in place

[Insert text]

Details of procedures for recording and responding to alarms

[Insert text]

(5) SECURITY PATROLS (where applicable)

Details of how security patrols will be conducted

[Insert text]

Procedures for responding to security incidents

[Insert text]

Procedures for reporting security incidents

[Insert text]

Journey security procedures, including stops, routing & parking

[Insert text]

(6) VEHICLE/TRAIN/WAGON PROTECTION

Details of equipment fitted to goods vehicles, trains & wagons, or of procedures in place to prevent theft or interference when carrying dangerous goods

[Insert text]

Any miscellaneous information

Use this section to provide any additional information you feel is relevant to transport security.

Security Plan Annex A: List of people responsible for the management of security issues and their duties

[illegible]

Security Plan Annex B: List of people authorised to handle high consequence dangerous goods

This may not be practicable for large companies

Security Plan Annex C: Risk assessment of current operations

Security Plan Annex D: List of people who have access to the security plan

Security Plan Annex E: Record of when the security plan has been reviewed and tested

REVIEW OR TEST DATE	AMENDMENT MADE

Annex F: Site Plan (Site plan should indicate restricted areas)