

Background

The JIG HSSE Management System Standard outlines in Element 2 a requirement to undertake a security risk assessment and to develop and implement security management plans and programs. Security management plans shall be reassessed whenever a notification of changes to security threat levels is received.

Aim

The aim of this bulletin is to raise awareness of increased security threats in the light of recent terrorist events and to highlight the necessity for a continuous review, audit and testing of Security Management Plans.

The following areas should be considered for inclusion in such a review:

- **effective access control to the facilities** for
 - permanent employees/visitors/contractors
 - vehicles - own/visitors/contractors
- **safeguarding of the facilities** (fixed facilities & mobile equipment) during working hours and out of hours. Special attention shall be paid to facilities located outside the airport Security Restricted Area - securing/locking of buildings, rooms, valves etc. when not in use and interaction with airport security guards
- **security equipment standards** - alignment of perimeter barriers/security fences with good practices and/or legislative requirements and adequacy of the exterior lighting
- **security measures** for mobile fuelling equipment when using public roads to access the apron and consideration of ensuring keys are removed from vehicles when not in use
- **emergency response plans** (terrorist actions & bomb warnings) including testing of scenarios
- **cyber risks** including the impact of sharing facility-sensitive information by staff on social networks
- **information security** - laptops, storage of confidential documents; "clean desk policy"
- **recruitment process** to take into account security risks (employee background checks)
- **regular inspections** to detect prohibited articles and to include regular daily safety walk arounds to check facilities, fences etc.
- **security awareness and training programs** to increase vigilance of the staff towards any unusual situations/activities e.g. through toolbox talks
- **interface with airport authorities** and/or national/local governments
- **inspection, maintenance and testing** of security equipment
- **security incident reporting** - internal and external notification of security issues, potential incident and/or near miss reporting
- **cash management procedures** (if applicable)
- **security risk assessments & effectiveness audits**

Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

Action Description	Action Type	Target Completion Date
Operations operating to the JIG HSSE MS shall have completed a security risk assessment and developed and implemented security management plans. The Operations should also ensure that security management plans are reviewed regularly and whenever security risks change considering the areas identified in this Bulletin.	JS	31st Dec 2016

Table 1 Action Type Codes

Action Types	JIG Bulletin Action Type Definition
JS	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4 and the JIG HSSE Management System).
RP	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
I	Issued for information purposes only.
<p>Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board.</p>	

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