



*Module 3 Organizational Measures
for the Physical Protection
of Communication Objects*

1. Organization Checkpoint Mode (CM)



Checkpoint mode - a set of rules and restrictions that determine the order of passage of employees of the enterprise, visitors, material means, transport through checkpoints.



Main goals of CM

1

Protecting legitimate interests, rights of an organization, maintaining the stability of internal management

2

Preservation of property, its rational and effective use

3

Keeping of commercial secrets and intellectual property rights



Requirements to the CM

1

Ensuring the passage of employees and visitors, the import (export) of products and material values, the work of the enterprise

2

Suppression of illegal passage of persons to protected areas and to separate buildings (rooms), uncontrolled entry (exit) of vehicles

3

Identification of threats to the vital interests of the organization, causes and conditions conducive to the infliction of material and moral damage, its normal functioning and development



Requirements to the CM

4

Formation of guarantees to maintain the organizational stability of external and internal relations of the enterprise, working out a mechanism for rapid response to threats



Features of CM implementation

Security service

1. Development of measures for CM.
2. Registration of Instructions on the CM.
3. Implementation of the CM in accordance with the regulations.
4. Responsibility for the implementation of the CM rests with the head of the service.

Instruction about CM

1. Brought to each employee.
2. Required to be performed by each employee.
3. In case of violation, an administrative investigation is appointed.



2. Instruction about CM



Instructions about CM defines a system of organizational, legal and security measures that establish the authorization procedure (mode) for the passage to the object (from the object).

Main chapters of the instruction

1

General provisions

The list of regulatory documents on the basis of which the instruction was compiled

A

Definition and purpose of the CM

B

Persons responsible for the organization and implementation of the CM

C



Main chapters of the instruction

1

General provisions

Responsibility for violating the CM

D

Requirements for equipment TDM of categorized premises

E



Main chapters of the instruction

2

The procedure for admission of employees, seconded persons and visitors through the checkpoint

A list of all checkpoints with their numbers, their purpose, description, location

A

The procedure for the passage of employees and visitors to the facility and categorized premises

B

Rights and main duties of security officers supervising checkpoints

C



Main chapters of the instruction

2

The procedure for admission of employees, seconded persons and visitors through the checkpoint

To define rooms where it is prohibited to receive visitors and representatives of outside organizations.

D



Main chapters of the instruction

3

The procedure for admission to the object of vehicles, export of products, documents and material values

Order of admission to the territory of the object (from the object) of vehicles belonging to the enterprise

A

Entry and parking in the territory of the object of transport owned by employees on personal property rights

B

The procedure for passing vehicles of third-party organizations that arrived with a cargo to the address of the object during business and non-working hours

C



Main chapters of the instruction

3

The procedure for admission to the object of vehicles, export of products, documents and material values

The order of export (importation) of inventory

D

Rules for execution of documents for the export (removal) of wealth from the territory of the object

E



Main chapters of the instruction

4

Types of passes, the order of their registration

Types of passes and their status

A

Passes description

B

The procedure for issuing of passes

C



Main chapters of the instruction

4

Types of passes, the order of their registration

General replacement and re-registration of passes

D

Events in case of loss of a pass by an employee

E



Main chapters of the instruction

5

Responsibilities of officials in maintaining the access control regime

6

Accounting and reporting, the procedure for storage of passes, stamps



3. Types of passes



Types of passes

- 1 Permanent
- 2 Temporary
- 3 One-time
- 4 Material

The appearance and content of the permit is developed by the facility security service and approved by the administration.



Requirements to the passes

1

**Must be different in appearance and content
(permanent, temporary, etc.)**

2

Have protective properties

3

Issued by written request



Temporary pass

Issued to persons working under a contract who are on temporary work, seconded to the enterprise and stored, as a rule, at a checkpoint.

One-time pass

It is issued to the visitor for one person and only for a one-time visit to the enterprise and its divisions.

1

Valid for a specific time specified on it

2

It is withdrawn at the exit from the object by the controller and is rented to the pass office

3

Reasons of violation of the visit mode



Material passes

Issued by the administration of the enterprise for the export (removal) of inventory. Removed at checkpoints and surrendered to the pass office

1

All kinds of permits are kept at checkpoint

2

Controllers of checkpoints must have sample passes

