# Physical security measures checklist

The following self-assessment tool has been developed to assist agencies in determining the security zone designation for their facilities or areas.

From this, agencies can decide the types of physical assets and classification of information that can be handled in the facility.

Agencies should modify this tool to meet their policies and agency construction guidelines.

**Facility and/or area details**

|  |  |
| --- | --- |
| Facility/area name |  |
| Address |  |
| Details of current/proposed uses |  |

**Additional risks**

Agencies mustconsider any risks to their people, information and physical assets within their facilities.

Where possible, agencies must reduce any residual risks to an acceptable level. When this is not possible, agencies must reduce the likelihood of any threats to an acceptable level by applying additional controls.

Also refer to *Table 7*.

**Zone ratings assessment tool**

In addition to the controls required for agency-specific threats, agencies should apply a minimum baseline of controls to accredit their zones.

The effectiveness of controls can be categorised as low, medium, high and very high.

The following self-assessment tool will assist agencies in identifying existing controls and their level of effectiveness to determine a zone rating.

Agencies should modify this tool to meet their policies and agency construction guidelines.

| **No.** | **Control type** | **Minimum required for zones** | | | | | | **Effectiveness achieved** | **Zone  achieved** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | | 4 | 5 |
|  | *Building construction elements*   * Normal construction to the New Zealand Building Code – **Low (L)**. * Normal construction to the New Zealand Building Code and:   + slab-to-slab construction at all egress points   + tamper evident ceiling   + construction to *NZSIS* *Technical Note – Physical security of intruder resistant areas* – **Medium (M)**. * Construction to *NZSIS* *Technical Note – Physical security of secure areas* or using elements tested to AS 3555.1–2003 – **High (H)**. * Construction to *NZSIS* *Technical Note – Physical security of Zone 5 areas* – **Very high (VH)**. | Determined by agency risk assessment | L – business hours M – out of hours | H | | H | VH |  |  |
|  | *Out-of-hours alarm system*   * Part of access control system or AS/NZS 2201 class 1, 2 or 3 – **L**. * AS/NZS 2201 classes 4 – **M**. * AS/NZS 2201 class 5 – **H**. * NZSIS-approved alarm installed to the approved requirements using approved detection devices – **VH**.   (On-site guards may be used in lieu of an alarm system in Zone Two and Zone Three.) | Determined by agency risk assessment | Determined by agency risk assessment (M) | M | | H | VH |  |  |
|  | *Out-of-hours alarm response*   * Out-of-hours response from off site greater than 30 minutes – **M**. * Out-of-hours response from off site less than 30 minutes – **H**. * Twenty-four hour, seven day a week on-site guards with immediate response – **VH**. | Determined by agency risk assessment | | | | | |  |  |
|  | *Access control system*   * Card only required for access – **L**. * Sectionalised access system – **M**. * Dual authentication – **H**. | Determined by agency risk assessment | Determined by agency risk assessment (L) | | M | M | H |  |  |
|  | *Integration of alarm and access control systems*   * Fully integrated with building management systems (BMSs) – **L**. * Alarm system cannot be disabled or controlled by access control system – **M**. * Limited one-way information exchange from access control system or BMS – **H**. * Alarm system is a stand-alone system – **VH**. | Determined by agency risk assessment | If an alarm is used (M) | | M | H | VH |  |  |
|  | *Visitor control*   * Visitor register – **L**. * Visitor register and escorted visitors in sensitive part of facility – **M**. * Visitor register and escorted visitors in whole of zone – **H**. * Visitor register and visitors excluded, unless there is an identified need – **VH**. | Determined by agency risk assessment | M | | H | VH | VH |  |  |
|  | *Locks and hardware*   * Commercial-grade locks fitted to doors – **Negligible (N)**. * Commercial-grade locks and hardware fitted to all access points – **M**. * NZSIS-approved locks and hardware fitted to all access points – **H**. | Buildings locked out of hours | M | | M | H | H |  |  |
|  | *Keying systems*   * Commercial keying system – **L**. * Commercial restricted keying system – **M**. * NZSIS-approved keying system – **H**. | Determined by agency risk assessment | M | | H | H | H |  |  |
|  | *Security containers and cabinets*  See Table 5: Selecting security containers or rooms for storing official information | Determined by agency information holdings | | | | | |  |  |
|  | *Safes and vaults*  See**Error! Reference source not found.**Table 6: Selecting safes or vaults for protecting valuable physical assets | Determined by agency physical asset holdings | | | | | |  |  |
|  | *CCTV coverage*   * Entry and exit coverage – **L**. * Full perimeter coverage – **M**. * Internal access point coverage – **M**. * CCTV integrated with electronic management system – **H**. | Determined by agency risk assessment | | | | | |  |  |
|  | *Security lighting*   * Internal office lighting only – **N**. * Lighting of exterior egress points – **L**. * Full perimeter lighting – **H**. | Determined by agency risk assessment | | | | | |  |  |
|  | *Perimeter access control*   * Vehicle control measures – **L**. * Pedestrian control measures – **L**. * Perimeter fences at least 2.4 metres high – **N**. * Electronic monitoring incorporated into fences – **M to H**. | Determined by agency risk assessment | | | | | |  |  |
|  | *Individual alarms*   * Duress alarms with twenty-four hour, seven day a week monitoring and immediate response – **M**. * Individual physical asset alarm circuit with response greater than 30 minutes – **L**. * Individual physical asset alarm circuit with response less than 30 minutes – **M**. | Determined by agency risk assessment | | | | | |  |  |
|  | *Additional controls to address specific risks*  Insert details (see Table 7: Additional controls to address specific risks for examples). | Determined by agency risk assessment | | | | | |  |  |
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|  |  | | | | | |  |  |
|  |  | | | | | |  |  |
|  |  | | | | | |  |  |

**Zone accreditation**

**Lowest zone achieved in any control type**   
(This the maximum zone rating achievable for the facility or area.)

**Additional controls implemented to mitigate additional threats**

|  |  |
| --- | --- |
| **No.** | **Control** |
|  |  |
|  |  |
|  |  |
|  |  |

Zone rating depends on meeting all required certification. (See Table 4: Summary of certification requirements.)

Assessing officer’s name and position:

Assessing officer’s signature:

Date: / /

**Additional certifications required**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Certification requirement** | **Date certified** | **Certifying officer’s name** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Accrediting officer’s name and position:

Accrediting officer’s signature:

Date: / /