

APPENDIX T

CONTROL OF SECURITY CLEARED FACILITIES

MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP

MISWG Document Number 11

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(Amended 25 June 1993)

CONTROL OF SECURITY CLEARED FACILITIES

INTRODUCTION

When the Programme/Project involves the exchange of classified information, there is a requirement for the Responsible Programme/Project Office (RPO) Security Office to establish and maintain a record of all facilities among which classified information is exchanged. This requirement is necessary to monitor the information flow, as well as to allow the implementation of Programme/Project Security Instruction (PSI), such as visits, hand carriage and transportation.

The attached document provides a scheme and an explanation of requirement. It should be incorporated into the PSI as an ANNEX.

ANNEX (insert)

(sample front page)

(Insert name of programme or project)

**CONTROL OF SECURITY CLEARED
FACILITIES**

CONTROL OF SECURITY CLEARED FACILITIES

A. PURPOSE

The purpose of this Annex is to provide the RPO Security Office with the procedure for the development and maintenance of the list of Contractors and Sub-Contractors to whom classified information/ material will be distributed.

B. LIST OF SECURITY CLEARED FACILITIES OF CONTRACTORS/SUB-CONTRACTORS

The RPO Security Office will prepare a list (Basic List) of Contractors and Sub-Contractors holding or to be awarded contracts within the programme or project. The level of Facility Security Clearance and Storage capability of each company will be verified prior to preparing the list.

This List, prepared in the format of Appendix 1, will be based on the information given, respectively by:

- main contractor(s), during the tendering phase:
- main contractor(s) and sub contractor(s) during the contract phase.

C. APPROVAL

The RPO Security Office will send copies of the "Basic List" to the participating National Security Authorities/Designated Security Authorities who, in conjunction with the National Project Office, as applicable, will:

- CHECK the details of those entries within its security responsibility;
- RETURN the checked and corrected list to the RPO Security Office.

D. DISTRIBUTION

The RPO Security Office will prepare a "Final Consolidated List" and send copies of it to the participating NSA/DSA, and National Project Offices.

E. AMENDMENTS

The RPO Security Office will be notified of any changes to the Final Consolidated List by the participating NSA/DSA or National Programme/Project Office as applicable (Appendix 2). The RPO Security Office will then prepare an Amendment to the Final Consolidated List and forward copies to the participating NSA/DSA and National Project Offices.

**APPENDIX 1
TO ANNEX _____**

From : RPO Security Officer
To : Participating NSA/DSA

List of contractors and sub-contractors in (insert country)
Employed on project/programme (Insert Name)

SERIAL NUMBER	FULL ADDRESS OF FACILITY	FULL ADDRESS TEL/FAX NO. OF THE SECURITY OFFICER	LEVEL OF CLASSIFICATION OF CONTRACT	IDENT.OF CONTRACT

The above details are confirmed

RPO Security Officer

(Signature for participating NSA/DSA)

Name _____
(in capitals)

Name _____
(in capitals)

APPENDIX 2

TO ANNEX _____

From : Participating NSA/DSA
 To : RPO Security Authority

Following amendment No..... should be made to the list of contractors,
 sub-contractors in (insert country) employed on:
 (Insert NameProgramme/Project.....)

SERIAL NUMBER	FULL ADDRESS OF FACILITY	FULL ADDRESS TEL/FAX NO. OF THE SECURITY OFFICER	AMENDMENTS A/B/C	IDENT.OF CONTRACT

The above details are confirmed

(Signature for participating NSA/DSA)

Name _____
 (in capitals)