**Hazmat Security Template Guide**

**Based on Published TSA-MHC Security Action Items**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**General Security**

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| Has a security assessment been completed, and security plan developed in line with either TSA or PHMSA guidance? |
| Is management and staff trained in, and understand current industry security practices? |
| Is an inventory control process in place and fully operational? (System specific audits may be necessary) |
| Are protocols in place to protect business and digital critical information, including cybersecurity protocols? (System specific audits may be necessary) |

Personnel Security

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| Are all drivers in possession of a valid Commercial Driver’s License (CDL) with Hazardous Materials Endorsement (HME)? |
| Have background checks been completed for all employees involved in the HM transportation chain? |
| Have all employees involved in the HM transportation chain been trained in HM security awareness? |
| Are access controls for drivers? |
| Are facility access controls adequate, maintained and checked? |

**En-Route Security**

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| Have communications plans been established? |
| Are all drivers and HM support employees trained in the use of the communications plan and have access to resources to use it effectively? |
| Has a vehicle security program been established? |
| Are all drivers and HM support employees familiar with the implementation of vehicle security and trained in associated protocols and procedures? |
| Has a cargo security program been established? |
| Are all drivers and HM support employees familiar with the implementation of cargo security and trained in associated protocols and procedures? |
| Are all drivers and HM support employees familiar with any current warning or alert protocols used by federal or state government? |
| Have security inspection policies and procedures been established, as well as protocols for reporting? |
| Are all drivers and HM support employees trained in performing security inspections on vehicle and cargo? |
| Are all drivers and HM support employees trained and able to report investigation findings and potential security alerts? |
| Are drivers and support employees trained and able to follow pre-planning, advance notice of arrival and receipt of confirmation procedures? |
| Are pre-planned routes used and effectively communicated to drivers? |
| Are safety and security protocols in place for trips where drivers may exceed regular driver service hours? |
| Do drivers use dedicated trucks and are they intimately familiar with their operation and security demands? |
| Do vehicles/tractors have activation capacity and can drivers operate effectively? |
| Do drivers have access to panic button technology and are they trained in its correct use? |
| Do tractors and trailers have tracking systems and are drivers and all support personnel trained in their operation and procedures? |

**TSA Hazardous Materials Security Action Items**

**General Security**

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| 1. Security Assessment and Security Plan Requirements. |
| 1. Awareness of Industry Security Practices. |
| 1. Inventory Control Process. |
| 1. Business and Security Critical Information |

**Personnel Security**

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| 1. Possession of a Valid Commercial Driver’s License – Hazardous Materials |
| 1. Endorsement. |
| 1. Background Checks for Highway Transportation Sector Hazmat Employees other |
| 1. than Motor Vehicle Drivers with a Valid CDL with HME. |
| 1. Security Awareness Training for Hazmat Employees. |
| 1. Unauthorized Access: |
| 1. Access Control System for Drivers. |
| 1. Access Control System for Facilities Incidental to Transport. |

**En-Route Security**

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| 1. Establish Communications Plan. |
| 1. Establish Appropriate Vehicle Security Program. |
| 1. Establish Appropriate Cargo Security Program. |
| 1. Implement a Seal/Lock Control Program. |
| 1. High Alert Level Protocols. |
| 1. Establish Security Inspection Policy and Procedures. |
| 1. Establish Reporting Policy and Procedures. |
| 1. Shipment Pre-Planning, Advance Notice of Arrival, and Receipt of Confirmation |
| 1. Procedures. |
| 1. Preplanning Routes. |
| 1. Security for Trips Exceeding Driver Hours of Service. |
| 1. Dedicated Truck. |
| 1. Tractor Activation Capability. |
| 1. Panic Button Capability. |
| 1. Tractor and Trailer Tracking Systems |