

## **Best Practice: Security Level Increase Checklist**

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**Category:** Security Level Checklist

**Location:** Chittagong Port Authority (CPA), Bangladesh

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- Description:** Checklists with step by step instructions for increasing the security level are posted at entry gates to the port. They contain detailed procedures for raising the security level from one level to the next and are printed in Bangla. The check lists are taken from the approved Port Facility Security Manual.
- Discussion:** The CPA printed checklists and posted them in each guard post at the entries to the port. The checklists are printed in Bangla to ensure guards fully understand the steps to take to increase security levels according to the Port Facility Security Plan. Gate guards are fully aware of their duties when increasing the security level and the additional security checks to be performed.
- Potential Down-side:** Information contained on the checklists could be used to circumvent security if they fall into the wrong hands.
- Conclusion:** Checklists are an effective means to ensure security personnel from different agencies understand the measures to take when increasing a port's security level.
- Cost:** Moderate to cover printing.