

Best Practice: Port Security Check-list



Category: Training and Procedures

Location: Gulf Stevedoring Contracting Company, Jeddah Islamic Port, Saudi Arabia

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WWW: <http://www.ports.gov.sa/>

Description: The Gulf Stevedoring Contracting Company has developed a check-list that is used by their security personnel to ensure that all security practices are being followed.

Discussion: Port facility security plans (PFSP) contain a large amount of information and security practices. Few humans have the capability to consistently repeat from memory procedures exactly as outlined in a manual or plan. One method, commonly used in critical operations such as airplane pilots, nuclear power plant operators etc., is the development of a check-list to ensure that each step in a process is completed. Port security is also a critical operation.

The Port Facility Security Officer (PFSO) at Gulf Stevedoring recognized the importance of ensuring security personnel completed their assigned tasks. The PFSO developed a check-list from the security measures outlined in the PFSP. The port facility security personnel complete the check-list during each shift. At the end of each watch the port facility security personnel turn the form in to the PFSO for review. This practice is a good management tool to document completion of critical security evolutions.

Potential Down-side: Check-lists are easily manipulated or falsified by unscrupulous personnel. The PFSO should back-up his or her review of the logs with random checks of various tasks on the check-sheet to verify that the log entries are correct.

Cost: There is very little cost associated with this best practice. The PFSO would need to spend the time necessary to review the PFSP and create the check-list. There may be a limited amount of training for the security personnel to become familiar with the new tool. Also, there would be a nominal cost associated with the production of the paper check-lists.

Conclusion: This best practice is an effective tool to document the completion of the security measures outlined in the PFSP. Adoption of this practice would allow the PFSO to ensure all security measures are being completed – even when little directed supervision is available. Recommend that the PFSO backup the check-list with occasional spot check to verify actual completion of the required security tasks.