



CS ENERGY PROCEDURE FOR PEDESTRIAN AND VEHICLE SCREENING CS-SBC-09

Responsible Officer: Group Manager Health Safety Security and Environment
Responsible Executive: Chief Executive Officer

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
New Format and revised to align to Security Plan CS-SBC-06	M Kelly	H&S Taskforce	K Ussher A Brown	09/04/2014



CONTENTS

DOCUMENT HISTORY	1
1 PURPOSE	3
2 SCOPE	3
3 PEDESTRIAN SCREENING ACTIONS	3
3.1 PERSON REFUSING TO BE SCREENED	3
3.2 PEDESTRIAN SCREENING	3
3.3 SUSPECT ARTICLE FOUND ON PERSON	4
3.4 WHEEL CHAIR PEDESTRIAN REQUIRES ACCESS	4
3.5 EMERGENCY RESPONSE PERSONNEL	4
4 VEHICLE SCREENING ACTIONS	5
4.1 DRIVER REFUSING TO SUBMIT VEHICLE TO BE SCREENED	5
4.2 VEHICLE SCREENING	5
4.3 SUSPECT ARTICLE FOUND ON VEHICLE	5
4.4 EMERGENCY RESPONSE VEHICLES	6
5 DEFINITIONS	6
6 REFERENCES	6
7 RECORDS MANAGEMENT	6



1 PURPOSE

The purpose of pedestrian & vehicle screening is to ensure that no Restricted or Prohibited Items (suspect articles) that may present a risk to people or property are brought onto CS Energy controlled sites. This Procedure details the specific security screening functions performed by Security or other designated staff for pedestrian and vehicle screening operations.

2 SCOPE

This Procedure is intended for CS Energy employees, service providers, contractors, clients, and visitors and reflects requirements under CS Energy emergency management procedures. Pedestrian and vehicle screening procedures generally occur only in an emergency at the point of entry into the perimeter of a CS Energy facility. They must be well rehearsed and not unnecessarily impede the efficient entry to site.

This Procedure applies to ALL persons and vehicles entering CS Energy controlled facility. It applies specifically in circumstances where the Site Manager or crisis controller has directed that screening procedures are to be implemented due to an implied or real threat situation. It may also be an extant arrangement, where the risk assessment for the facility requires tighter than normal access control or it may be directed where the risk profile for a site changes.

This Procedure applies at all points of entry to a CS Energy controlled site.

3 PEDESTRIAN SCREENING ACTIONS

Site Manager determines the level of screening, based on level of threat at the time. Screening may be conducted randomly or for all persons.

Note: If a component of this screening procedure is not implemented the next logical step is commenced.

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
3.1 PERSON REFUSING TO BE SCREENED		
1.	Pedestrian refuses to submit to Metal Detector/hand wand (where applicable on site) or Bag Searches.	
2.	PERSON IS NOT TO ACCESS THE FACILITY , The person will be advised they cannot enter the Facility.	Security
3.	If required, the person will be escorted from CS Energy controlled property. If required Police to be notified to assist.	Security
3.2 PEDESTRIAN SCREENING		
1.	Security conducts visual check for suspect articles on pedestrians and, if identified, responds.	Security
2.	Security informs pedestrians to open all bags and remove any metal objects from their body / clothing.	Security
3.	Security confirms that all bags are open, placed on the table or x-ray conveyor belt, and all metal objects have been removed from the pedestrian's person.	Security
4.	If Metal Detector available. Security direct pedestrians to walk through the Metal Detector.	Security



STEP	DESCRIPTION OF ACTION	RESPONSIBLE
5.	If the Metal Detector alarm sounds Security direct the pedestrian to the Hand-Wand Operator. Hand wand scanning if equipment available may be used/ordered in lieu of larger metal detectors	Security
6.	The Hand-Wand Operator asks the pedestrian if they have any metal objects on their person then wands the pedestrian.	Security
7.	If the Metal Detector alarm does not sound, the pedestrian can retrieve their bags and continue into the facility provided there is a legitimate reason.	Security
8.	Once all pedestrian screening procedures are complete the pedestrian must retrieve their bags and continue into the facility provided there is a legitimate reason.	Pedestrian

3.3 SUSPECT ARTICLE FOUND ON PERSON

1.	Security advises the person that the Item cannot be brought into the Facility.	Security
2.	<i>THE ITEM IS NOT TO ENTER THE FACILITY.</i>	Security
3.	If applicable, the Security determines if the suspect article is being brought on site for legitimate reasons. The responsibility for disposing is always the owners (if known). If the suspect article is not one that poses a risk to people or property, and there is no legitimate reasons to bring it on site then the person must be advised to dispose of the Item before entrance to the Facility can be granted	Security
4.	Person must be advised to dispose of the Item before entering the Facility.	Security

3.4 WHEEL CHAIR PEDESTRIAN REQUIRES ACCESS

1.	The wheel chair pedestrian undergoes a discreet hand-wand (if available) inspection by Security at a suitable site out of general view.	Security
2.	The wheel chair and any baggage are inspected in accordance with the level of screening directed by the Site Manager.	Security
3.	Individuals accompanying the wheel chair pedestrian will be required to undergo normal pedestrian screening procedures.	Security

3.5 EMERGENCY RESPONSE PERSONNEL

1.	Security determines level of security screening on the basis of origin, destination within the Facility, and the level of urgency of the emergency.	Security
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4 VEHICLE SCREENING ACTIONS

Site Manager determines the level of screening, this includes levels of screening for vehicle occupants.

Note: If a component of this screening procedure is not implemented the next logical step is commenced.

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
4.1 DRIVER REFUSING TO SUBMIT VEHICLE TO BE SCREENED		
1.	Driver refuses to submit vehicle to screening process. Vehicle directed to a pre-determined resolution area. Area selected should not impede traffic flows.	Driver
2.	OCCUPANTS & VEHICLE ARE NOT TO ACCESS THE FACILITY.	Security
3.	The driver will be advised that the vehicle cannot enter the site.	Security
4.	If required, the occupants and vehicle will be escorted from the Facility. If required Police to be notified.	Security
4.2 VEHICLE SCREENING		
1.	Security screening operations.	Security
2.	Where required, Security should direct vehicles to the appropriate location.	Security
3.	Once the vehicle is in position to be searched Security direct vehicle occupants to alight and go through pedestrian screening. Screening for vehicle occupants is performed concurrently.	Security
4.	Security conduct a visual check of vehicle interior for suspect articles Torches required.	Security
5.	Security conduct a visual check of the boot and engine bay for suspect articles Torches required.	Security
6.	Security conducts a visual check under the vehicle for Prohibited or Restricted Items. Mirrors and torches required.	Security
7.	Once the search is complete the vehicle occupants can re-enter the vehicle and enter the Facility. Vehicle occupants must have authorisation issued with company site identification and safety equipment as necessary	Vehicle Occupants
4.3 SUSPECT ARTICLE FOUND ON VEHICLE		
1.	Security advise the driver that the Item cannot be brought into the Facility. Vehicle occupants are to be kept under observation AT ALL TIMES to observe actions/reactions and must not have direct access to the vehicle	Security
2.	THE VEHICLE IS NOT TO ENTER THE SITE.	Security



STEP	DESCRIPTION OF ACTION	RESPONSIBLE
3.	<p>If applicable, the Security determines if the suspect article is being brought on site for legitimate reasons.</p> <p>If the suspect article is not one that poses a risk to people or property and there is no legitimate reason to bring it on site then the occupant/s of the vehicle are to be advised that the article must be disposed of before the vehicle can be permitted on site.</p> <p>The responsibility for disposing is always the vehicle occupant</p>	Security
4.	<p>If a suspect article is found attached to the vehicle, e.g. the vehicle's underside, no attempt is to be made to remove or otherwise interfere with the item.</p> <p>Locate the vehicle to a safe location if possible</p> <p>Evacuate area if deemed appropriate</p> <p>Leave identification and handling of article to Police</p>	Police

4.4 EMERGENCY RESPONSE VEHICLES

1.	Security determines level of security screening on the basis of origin, destination within the Facility, and the level of urgency of the emergency.	Security
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5 DEFINITIONS

Term	Definition
Nil	

6 REFERENCES

Reference No	Reference Title	Author
"B/D/13/14430"	CS-SBC-06 - Security Plan	CS Energy

7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.