	GILES CHEMICAL		
	COMPANY PROCEDURE		
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	Author: Paul Teleki General Awareness		

Personnel Responsible;
Controller: Chief security officer
Plant Manager; Production Plant Security
Safety Manager
All Employees; to enforce security

Safety:
Safety Glasses are required in the plant
Safety shoes are required when working in the plant

Summary;

The purpose of this procedure is to evaluate once a year the Security Plan and make changes if necessary to protect the security of the plant.
Use the Security Plan as a guide for your Audit.

The Security Plan has four elements:

Personnel Security
Hazmat Security
Facility Security
En route Security

Procedure;

Once each year take the Security Plan Procedure and make sure that each section is still followed.
No deviations are found and if deviations are found, are corrected.
Also if new laws or directives are implemented, make sure that the Security Plans address them.


Personnel Security:

Review the Personnel Security Plan with the HR Manager. Make sure the Personnel Security Plan is followed and if new requirement were initiated, are implemented.

Sign off required;

Controller _____

HR Manager _____

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Hazmat Security:

Make sure existing procedure is being followed. Proper training is done. If new directives where added, they were incorporated into the Hazmat Security Plan and being followed.

Sign off required:

Safety Manager_____

Plant Manager_____

Facility Security;

Make sure existing procedure is being followed, all equipment is functional etc. If new requirement were initiated, they were incorporated into the Facilities Security Plan and being followed.

Sign off required:

Safety Manager_____

Plant Manager_____

En route security:

Make sure the existing procedure is being followed. New directives are incorporated into the En route security procedure and being followed.

Sign off required:

Safety Manager_____

Plant Manager_____



**GILES CHEMICAL
COMPANY PROCEDURE**

Security Plan Yearly Audit

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Author: **Paul Teleki**

General Awareness

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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