



NATIONAL SAFE SKIES ALLIANCE

Program for Applied Research in Airport Security

PARAS 0019 Project Summary

Project Title:	Employee/Vendor Physical Inspection Program Guidance		
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BACKGROUND

Aviation industry employees with nefarious intent pose a significant risk to the aviation community by exploiting potential vulnerabilities in airport security measures. In order to prevent an insider-enabled catastrophic event, physical inspection of employees/vendors has become an area of focus for airports and airlines. In their Final Report to the Transportation Security Administration, the Aviation Security Advisory Committee Working Group suggests that employees should arrive to work with the expectation of being inspected.

Merchandise and consumable goods present an additional inspection challenge. Some airports use a consolidated vendor delivery center while others physically inspect deliveries at various locations throughout their facility.

Many options are available to accomplish physical inspections of employees/vendors, consumables/goods, and vehicles. Airports, in cooperation with their stakeholders, must determine who should conduct the inspections, preferred inspection methods, and other program management considerations specific to their facilities. A consolidated source of information is needed to assist in developing and maintaining physical inspection programs.

OBJECTIVE

The objective of this research is to create a consolidated source of information to assist airports of all sizes with insider threat mitigation through physical inspections. The guidance should go beyond theory and be practical and applicable. At a minimum, the document should include:

Employee/Vendor

- Methods to conduct physical inspections and to establish a reasonable expectation of inspection each time an individual enters the secure or sterile area
- Guidance for determining prohibited items and associated control measures
- Guidance for determining allowable types and sizes of personal belongings
- Guidance for allowance and accountability of tools of trade

Consumables/Goods and Other Deliveries

- Methods to physically inspect consumables/goods and other deliveries
- Guidance for determining prohibited items and associated control measures
- Guidance for determining allowable types and sizes of personal belongings
- Equipment used for delivery of goods, e.g., pallet jack

Vehicles/Equipment

- Methods to conduct physical inspections of vehicles and vehicle contents
- Guidance for determining prohibited items and associated control measures
- Guidance for determining allowable types and sizes of personal belongings
- Guidance for allowance and accountability of tools of trade

Training and Compliance

- Training standards and internal compliance testing for inspectors
- Recordkeeping and documentation of inspection and training logs
- Communication with and training for badged population
- Methods for auditing of inspection processes and access control
- Guidance for establishing violations, e.g., evading inspection or possession of prohibited item
- Guidance for developing and documenting standard operating guidelines/procedures

Additional

- Considerations for inclusion of the inspection program in master planning
- Utilization of access control to enhance the inspection process

As physical inspection is an emerging process, proposers should address other topics that may be useful regarding the subject matter. The final document should be scalable to airport types and sizes and may include useful templates/checklists for program implementation.