Project Title:	Electronic Management of Security and Regulatory Compliance Documents
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BACKGROUND

An Airport Security Program (ASP) is mandatory for each commercial-service airport's compliance with federal regulations. The program must be approved by the local TSA Federal Security Director (FSD), which includes the FSD's signature on each page of the document and frequent re-approvals of certain parts (or individual pages) when security procedures, infrastructure, compliance methods, or other circumstances change. Other security and regulatory documents that airports must maintain include Exclusive Area Agreements, Tenant Security Programs, documentation of changed conditions, temporary amendments, and documentation of compliance with Security Directives.

Most airports still maintain many of these documents (including their ASP) in hardcopy/paper format, and the administrative processes of creating and maintaining them has proven cumbersome and time consuming. As a result, many airports are exploring options for electronic document management to optimize their processes and better accommodate the dynamic nature of these important documents.

OBJECTIVE

The objective of the research is to provide methods, practices, and considerations for electronic management of airport security and regulatory compliance documents. The research should address:

- Converting documents to various electronic formats
- Internal editing and approval processes
- Documentation of edits and their catalysts
- TSA submission and approval processes
- Document storage and access
- Version control
- Communicating changes to relevant stakeholders
- Leveraging available technology
- Policy considerations
- Relevant practices from other industries

The resulting guidance should be applicable to airports of all sizes and resources levels.