



# SECURITY PROCEDURES FOR BUSINESS OWNERS

## ASSESSING RISK



**1-Do you store and/or transport any hazardous materials that are in one of the following classes?**

- Class 2-Compressed gases (liquefied and non-liquefied)*
- Class 2.1-Flammable Gases (propane)*
- Class 2.2-Non-Flammable Gases (non-toxic inert gases like helium)*
- Class 2.3-Poison Gases (any gas that has inhalation toxicity characteristics)*
- Class 3-Flammable and Combustible Liquids (gasoline, diesel etc.)*
- Class 8-Corrosives (acids and other alkalis)*

**2-If so are those materials stored in a secure area that is properly lighted?**

**3-Do you park your transport vehicles in a secure area?**

**4-If so is that area properly lighted?**

**5-Do you maintain accurate inventory records?**

**6-If so are those records kept in a secure area with proper backup?**

**7-Do you regularly inspect your facility and vehicles?**

**8-If so are you maintaining detailed records of these inspections?**

**9-Do you limit access to your facility & vehicles including the number of employees with keys, entry cards or security codes?**

**10-Do you monitor or accompany all non-employee visitors at your facility?**

**11-Do you maintain a record of these visits?**

**12-Do you have a sign providing 24-hour contact information?**

**13-Do you conduct regular safety meetings and document them?**

**14-Do you instruct employees and drivers to report suspicious activities?**

**15 Do you maintain and occasionally review these suspicious activities?**

**16 Do employees and drivers have emergency contact information available?**

**17-Is that contact information regularly updated?**

**18-Do you thoroughly assess and investigate applications for employment?**

**19-Do you have thorough and extensive employee training programs?**

**20-Do you maintain attendance records for these instruction programs?**

**21-Do you periodically review the content of these instructions with employees?**

You should create your own in-house forms that work best for your company. They can be as simple as a checklist that requires someone to make a mark in a box or as detailed as you feel they need to be but remember that your record of action should be as thorough as possible. On the **Florida Petroleum Marketers and Convenience Store Association's** website [www.fpma.org](http://www.fpma.org) there are several pages of security items. Click on the library option and then go to the choice for [Security Issues](#). The option you want is the one updated on 6/25/02. You can use what's available there in creating your documentation for compliance with **The Research and Special Programs Administration (RSPA)** final rule HM-232 that became effective in March of 2003.

