

APPENDIX T**CONTROL OF SECURITY CLEARED FACILITIES****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP**

MISWG Document Number 11
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CONTROL OF SECURITY CLEARED FACILITIES**INTRODUCTION**

When the Program/Project involves the exchange of classified information between parties, there is a requirement for the responsible Program Project Office (RPO) Security Officer to establish and maintain a record of all facilities, which will be involved in the Contract. This will be reflected in the “Control of Security Cleared Facility” form. This requirement is necessary to monitor the information flow throughout the life of the Contract, as well as to allow the implementation of Program/Project Security Instruction (PSI), which identify security requirements regarding visits, hand carriage, transportation planes, etc.

ANNEX (INSERT)

(Sample front page)

(Insert name of program or project)

**CONTROL OF SECURITY CLEARED
FACILITIES**

CONTROL OF SECURITY CLEARED FACILITIES

A. PURPOSE

The purpose of this Annex is to provide the RPO Security Office with the procedure for the development and maintenance of the list of Contractors and Sub-Contractors to whom classified information/ material will be distributed.

B. LIST OF SECURITY CLEARED FACILITIES WHICH ARE CONTRACTORS/SUB-CONTRACTORS

The RPO Security Office will prepare a list (Basic List) of Contractors and Sub-Contractors holding or to be awarded contracts within the program or project. The level of Facility Security Clearance and Storage capability of each company will be verified prior to preparing the list.

This List, prepared in the format of Appendix 1, will be based on the information given, respectively by:

- main contractor(s), during the tendering phase:
- main contractor(s) and sub contractor(s) during the contract phase.

C. APPROVAL

The RPO Security Office will send copies of the "Basic List" to the participating National Security Authorities/Designated Security Authorities who, in conjunction with the National Project Office, as applicable, will:

- CHECK the details of those entries within its security responsibility;
- RETURN the checked and corrected list to the RPO Security Office.

D. DISTRIBUTION

The RPO Security Office will prepare a "Final Consolidated List" and send copies of it to the participating NSA/DSA, and National Project Offices.

E. AMENDMENTS

The RPO Security Office will be notified of any changes to the Final Consolidated List by the participating NSA/DSA or National Program/Project Office as applicable (Appendix 2). The RPO Security Office will then prepare an Amendment to the Final Consolidated List and forward copies to the participating NSA/DSA and National Project Offices.

**APPENDIX 1
TO ANNEX (insert)**

From : RPO Security Officer (Responsible Program/Project Officer)
To : Participating NSA/DSA

List of contractors and sub-contractors in (insert country)
employed on project/program (Insert Name)

| SERIAL NUMBER | FULL ADDRESS OF FACILITY | FULL ADDRESS TEL/FAX NO. E-MAIL ADDRESS OF THE SECURITY OFFICER | LEVEL OF CLASSIFICATION OF CONTRACT | IDENT.OF CONTRACT |
|---------------|--------------------------|---|-------------------------------------|-------------------|
| | | | | |

The above details are confirmed

RPO Security Officer

(Signature for participating NSA/DSA)

Name _____
(in capitals)

Name _____
(in capitals)

**APPENDIX 2
TO ANNEX (insert)**

From : Participating NSA/DSA
 To : RPO Security Authority

Following amendment No..... should be made to the list of contractors,
 sub-contractors in (insert country) employed on:
 (Insert NameProgram/Project.....)

| SERIAL NUMBER | FULL ADDRESS OF FACILITY | FULL ADDRESS TEL/FAX NO. E-MAIL OF THE SECURITY OFFICER | AMENDMENTS A/B/C | IDENT.OF CONTRACT |
|------------------|-----------------------------|--|-------------------------|----------------------|
| | | | | |

The above details are confirmed

(Signature for participating NSA/DSA)

Name _____
 (in capitals)