

## TENANT SECURITY PLAN Assistance Visit Checksheet

\_\_\_\_\_  
Organization Name

Validation Steps		Complete	Incomplete	N/A	Comments
<b>Item</b>	<b>Prepare for Organization Visit</b>				
1-1	Obtain current copy of the TSP. Is it signed/dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Validate TSP				
2-1	Review basic document for suggested changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-2	Are IMO Orders/training up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-3	Do the PM Systems have a current accreditation and APMS/AITR #?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-4	Are there any approved waivers/exceptions? (Non-CCL/Screen Saver/etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-5	Is software listing up to date? List discrepancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-6	Is hardware listing up to date? List discrepancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-7	Review user accounts in ATCTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Compliance Scan				
3-1	Review Compliance Scan Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SIPR ONLY				
4-1	Review organization SIPR SOP for requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-2	Review FK Form 331 (Inspection Checklist) for appropriate review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>During Organization Visit</b>				
	Review the TSP				
5-1	TSP questions or changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-2	IMO Orders/training/certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-3	PM Accreditation/APMS #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-4	Approved waivers/exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-5	Software listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-6	Hardware listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-7	Review user accounts in ATCTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-8	Review organization SOP for adding new users and validating clearance and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-9	Address specific issues from compliance scan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SIPR ONLY				
6-1	Organization SIPR SOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-2	FK Form 331	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TENANT SECURITY PLAN  
Assistance Visit Checksheet

\_\_\_\_\_  
Organization Name

Date of Visit:

After Organization Visit

Area:

Comments/Suggested Actions: