



CSS 17

Ministry of Justice:

Security & Control of Documents

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STANDARD: SECURITY & CONTROL OF DOCUMENTS

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) MUST have procedures in place to ensure all FM staff/contractors are fully aware of the principles and procedures concerning the security and control of documents.

This is mandatory for all staff working within Prison Maintenance Group HMPPS Estates and includes consultants, contractors and agency staff.

Security of Documents

- All documents used in the implementation of a building or engineering Contract for Her Majesty's Prison Service constitute a security risk. Documents issued to Contractors remain at all times the property of Her Majesty's Prison Service and on completion of the Contract shall either be returned to the Employer in accordance with the Conditions of Contract or be certified by the Contractor as having been destroyed in a secure manner.
- Her Majesty's Prison Service operates a procedure, under the management of the Facilities Manager, to control and monitor the issue, use and return of documentation issued to others. The Facilities Manager is the focal point for inquiries from Contractors on all matters related to this subject.
- The Facilities Management Team will have in place a robust system for the accounting of plans/documents issued to contractors. A detailed log shall be kept identifying document, number, person receiving, reason and confirmation of receipt.
- The Facilities Management Team will ensure the security requirements have been incorporated in order to prevent information detrimental to the security of Her Majesty's Prison Service coming into the possession of unauthorised persons and at the same time establish an audit trail of document movement as well as a consciousness. Details of the Employer's Document Issue and Return Procedure in operation and the forms used will be made available to the Contractor by the PM immediately following acceptance of the tender by the Employer.
- The Facilities Management Team will ensure all Contractors comply with the requirements as described in the Conditions of Tender relating to Security of Documents during the Contract.

- The Facilities Management Team will ensure the Contractor is fully aware that they (the contractor) will be responsible at all times for the security of all documents in the keeping of the Contractor. In this context the term "documents" shall mean any and every drawing (including CAD disc), plan, schedule, specification, standard, presentation brochure, model, photograph and bill of quantities.
- The Facilities Management Team will ensure a named person appointed by the Contractor will act as the Contractor's Security Manager. This person shall be accountable for the control of all documents relating to the Contract and in particular record the whereabouts of each individual document. The person shall set up a logging system of security, control and monitoring of documents.

Contractors Responsibilities

The Facilities Management Team will ensure that the Contractor is fully aware of their responsibilities in regards to the security and control of documents, and adhere to the following instructions.

- The Contractor shall demonstrate to the Facilities Management Team the security system in place for the control of documents. The Facilities Management Team will ensure the system in place is satisfactory and confirm its approval in writing to the Contractor.
- The Contractor shall include in all Contracts with sub-Contractors/Suppliers, the procedures outlined in regards to the Conditions of document security and shall be responsible for their compliance.
- The movement of documents defined above shall be either by hand or by recorded delivery and a detailed log shall be kept identifying document, number, person receiving, reason and confirmation of receipt.
- The Contract Security Manager shall be responsible for the issue of documents to Site operatives including any sub-Contractors (whether nominated, Approved, appointed or otherwise) to all others including suppliers and specialists and to representatives of the Employer.
- The Contractor will be responsible for ensuring all documents issued to others are returned.
- The Contract Security Manager shall arrange for the secure destruction and recording of any documents, which are no longer required, have been superseded or are extra to the Contractor's requirements.
- The Contractor shall provide, both at the Site and at his/her offices, secure lockable computers, cabinets and cupboards used for storing documents and these shall be kept locked at all times when not in use and secured at all times when unoccupied.
- The Contractor shall report immediately to the Facilities Management Team by the most expedient method the loss of any document stating details of the loss and what the Contractor is doing to secure its recovery.