9.4. Escorting Uncleared Personnel

Objective

9.4.1. Uncleared personnel are escorted within secure areas.

Context

Scope

9.4.2. This section covers information relating to the escorting of uncleared personnel without security clearances in secure areas.

PSR references

9.4.3. Relevant PSR requirements can be found at:

Reference	Title	Source
PSR Mandatory Requirements	GOV4, INFOSEC1, PERSEC1, PERSEC2, PHYSEC1 and PHYSEC2	Home | Protective Security Requirements Security governance (GOV) | Protective Security Requirements Information security (INFOSEC) | Protective Security Requirements Personnel security (PERSEC) | Protective Security Requirements Physical security (PHYSEC) | Protective Security Requirements

Rationale & Controls

Unescorted access

9.4.4.R.01. **Rationale**

Ensuring that personnel have correct security clearances to access sensitive areas and that access by escorted personnel is recorded for auditing purposes is widely considered a standard security practice.

9.4.4.C.01. **Control System Classifications(s): Top Secret; Compliance: Must** [CID:1569]

Agencies MUST ensure that all personnel with unescorted access to TOP SECRET areas have appropriate security clearances and briefings.

Maintaining an unescorted access list

9.4.5.R.01. **Rationale**

Maintaining an unescorted access list reduces the administrative overhead of determining if personnel can enter a TOP SECRET area without an escort. Personnel with approval for unescorted access must be able to verify their identity at all times while within the secure area.

9.4.5.C.01. **Control System Classifications(s): Top Secret; Compliance: Must** [CID:1572]

Agencies MUST maintain an up to date list of personnel entitled to enter a TOP SECRET area without an escort.

9.4.5.C.02. **Control System Classifications(s): Top Secret; Compliance: Must** [CID:1573]

Personnel MUST display identity cards at all times while within the secure area.

Displaying the unescorted access list

9.4.6.R.01. **Rationale**

Displaying an unescorted access list allows staff to quickly verify if personnel are entitled to be in a TOP SECRET area without an escort. Care should be taken not to reveal the contents of the access list to non-cleared personnel.

9.4.6.C.01.

Control System Classifications(s): Top Secret; Compliance: Should [CID:1576]

Agencies SHOULD display within a TOP SECRET area, an up to date list of personnel entitled to enter the area without an escort.

9.4.6.C.02. **Control System Classifications(s): Top Secret; Compliance: Should Not** [CID:1577]

The unescorted access list SHOULD NOT be visible from outside of the secure area.

Visitors

9.4.7.R.01. **Rationale**

Visitors to secure areas should be carefully supervised to ensure the need-to-know principle is strictly adhered to.

9.4.7.C.01. **Control System Classifications(s): Top Secret; Compliance: Should** [CID:1580]

Visitors SHOULD be carefully supervised to ensure they do not gain access to or have oversight of information above the level of their clearance or outside of their need-to-know.

Recording visits in a visitor log

9.4.8.R.01. **Rationale**

Recording visitors to a TOP SECRET area ensures that the agency has a record of visitors should an investigation into an incident need to take place in the future.

9.4.8.C.01. **Control System Classifications(s): Top Secret; Compliance: Must Not** [CID:1583]

Agencies MUST NOT permit personnel not on the unescorted access list to enter a TOP SECRET area unless their visit is recorded in a visitor log and they are escorted by a person on the unescorted access list.

Content of the visitor log

9.4.9.R.01. **Rationale**

The contents of the visitor log ensure that security personnel have sufficient details to conduct an investigation into an incident if required.

9.4.9.C.01. **Control System Classifications(s): Top Secret; Compliance: Must** [CID:1586]

Agencies MUST, at minimum, record the following information in a visitor log for each entry:

- name;
- organisation;
- person visiting;
- contact details for person visiting; and
- date and time in and out.

Separate visitor logs

9.4.10.R.01. **Rationale**

Maintaining a separate visitor log for TOP SECRET areas assists in enforcing the need-to-know principle. General visitors do not need-to-know of personnel that have visited TOP SECRET areas.

9.4.10.C.01. **Control System Classifications(s): Top Secret; Compliance: Must** [CID:1589]

Agencies with a TOP SECRET area within a larger facility MUST maintain a separate log from any general visitor log.