

## AEO Safety and Security Guidelines, Section I.2.5: Custom Agent

### 3.0.0 Physical Security

#### 3.1.0 External Boundaries

3.1.1 All buildings shall be constructed of materials which resist unlawful entry and protect against external intrusion.

3.1.2 All external and internal windows, gates and fences shall be secured with locking devices or alternative access monitoring or control measures such as internal/external anti-burglar alarm systems or CCTV (closed circuit TV systems).

#### 3.2.0 Gates and Gateways

3.2.1 All gates or gateways at the premises shall be identified.

3.2.2 When the gates or gateways are not locked, they shall be manned or guarded with alternative access monitoring or control measures.

#### 3.3.0 Locking Devices

3.3.1 Inner and outer doors, windows and gates shall be secured with locks.

3.3.2 Locks used to secure inner and outer doors, windows and gates shall be identified by type.

#### 3.4.0 Lighting

3.4.1 Where appropriate, adequate lighting shall be provided.

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**3.5.0 Access to Keys**

3.5.1 There shall exist documented procedures controlling access to the keys.

3.5.2 Only a limited number of persons shall be authorized to have access to the keys.

3.5.3 Keys shall be kept in a specially appointed place.

3.5.4 A person shall be held responsible for the keys.

3.5.5 There shall be a method of registering who is using the keys, when they were taken, by whom, and when they are brought back to the appointed place.

**3.6.0 Internal Physical Security**

3.6.1 There shall be established internal physical security measures?

3.6.2 Only properly identified and authorized persons shall have access to internal sections of the premises.

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