

DRAFT
MEETING MINUTES
PAP WORKING GROUP
OCTOBER 4 & 5, 2011 VIRTUAL MEETING

DAY ONE – OCTOBER 4, 2011, 11:00 am to 1:00 pm U.S. EDT

1. Welcome and Call to Order

Committee Co-Chair Dr. Marc Siegel called the meeting of the Physical Asset Protection (PAP) Working Group (WG) to order at 11:02 am U.S. EDT and welcomed the participants.

2. Roll Call

Ms. Sue Carioti of ASIS staff took roll and the attendance list is included in Attachment I.

3. Approve Agenda

Co-Chair Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Approve Meeting Minutes of August 10, 2011

Co-Chair Siegel asked for any proposed modifications to the meeting minutes of August 10, 2011, and being none the minutes were approved.

5. Discussion of Comments

Co-Chair Siegel opened discussion noting that the Technical Committee (TC) submitted 223 comments to the 9/2/11 PAP working draft. He pointed out that the comments highlighted in yellow were strictly editorial in nature (e.g. Punctuation, grammar, spelling) and recommended they be accepted and deferred to the Technical Editor. With agreement the group moved to discuss the remaining comments. Ms. Donovan presented the draft on-screen via WebEx for live review and edit.

The WG completed review of 124 comments. See Attachment II for comment consideration report details.

6. Open Discussion

There were no open discussion items.

7. Action Items

There were no action items.

8. Next Meeting

The next WG meeting is to be continued the next day, October 5, 2011.

9. Adjournment

Co-Chair Siegel adjourned the meeting at 1:02 pm U.S. EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Standards & Guidelines Coordinator

~~~~~  
Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

DRAFT  
MEETING MINUTES  
PAP WORKING GROUP  
OCTOBER 4 & 5, 2011 VIRTUAL MEETING

DAY TWO – OCTOBER 5, 2011, 11:00 am to 1:00 pm U.S. EDT

**1. Welcome and Call to Order**

Committee Co-Chair Dr. Marc Siegel called the meeting of the Physical Asset Protection (PAP) Working Group (WG) to order at 11:05 am U.S. EDT and welcomed the participants.

**2. Roll Call**

Ms. Sue Carioti of ASIS staff took roll and the attendance list is included in Attachment I.

**3. Approve Agenda**

Co-Chair Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

**4. Discussion of Comments (continuation of Day One)**

Co-Chair Siegel opened to resume discussion at Comment 125. Ms. Donovan presented the draft on-screen via Web conferencing for live review and edit. Discussion of comments ensued.

The WG completed review of the remaining comments. See Attachment II for comment consideration report details.

**Secretariat's Note:** All draft edits of October 4<sup>th</sup> and 5<sup>th</sup> are incorporated per the October 5, 2011 copy.

**5. Open Discussion**

Co-Chair Siegel moved to elevate the revised draft Standard and recommended comment resolutions to the full TC for approval and submission for a 30-day letter ballot issuance, concurrent with a 45-day ANSI public review period. Ms. Carioti provided a tentative timeline for the letter ballot cycle and ANSI public review. Consensus was found to proceed with the proposed recommended next steps.

Ms. Carioti noted that a clean copy of the draft, a tracked changes copy, and comment resolutions compilation will be disseminated to the TC in preparation for the October 26<sup>th</sup> meeting.

**6. Action Items**

Action items include:

- ASIS Staff to disseminate October 26, 2011 TC meeting notice to include agenda
- ASIS staff to perform editorial preparation of the draft and distribute a clean copy, a tracked changes copy, and a comment resolutions compilation to the TC in advance of the October 26, 2011 meeting.

**7. Next Meeting**

The next WG meeting is to be determined pending letter ballot and ANSI public review periods.

**8. Adjournment**

Co-Chair Siegel adjourned the meeting at 12:30 pm U.S. EDT with consensus.

Submitted by:

*[Original Signed By:]*

Jeanette Donovan  
ASIS International  
Standards & Guidelines Coordinator

~~~~~  
Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

PAP WORKING GROUP
MEETING ATTENDEES

DAY ONE - OCTOBER 4, 2011

Dr. Marc H. Siegel, ASIS International, Committee Co-Chair
Allison Wylde, London Metropolitan University Business School, Committee Co-Chair
Dennis Blass, CPP, PSP, CFE, Children's of Alabama
Michael Crocker, CPP, CSC, Michael Crocker, CPP & Assoc., Inc.
Nicholas Economou, MBA, Cablevision Systems Corporation
James Ellis, MA, CPP, PSP, CSSM, CPO, Principal Financial Group
Edward Heisler, CPP, PSP, Facility Control Systems, Inc.
Richard Lavelle, AIA, PSP, Reprise Design, Inc.
Jeffrey Leonard, CPP, PSP, Securitas Security Services US
Ronald Martin, CPP, Open Security Exchange
Joseph McDonald, CPP, PSP, Switch Communications Group
Mohamed Fadhel Meddeb, Topic Energy
Henry Nocella, CPP, Nocella Associates
James Saulnier, CPP, Sprint
James Willison, Information Security Awareness Forum
Gavin Wilson, PSP, BHP Billiton
Loftin Woodiel, CPP, Ally Financial Services

ASIS Staff Present

Sue Carioti, Director, Standards & Guidelines
Jeanette Donovan, Standards & Guidelines Coordinator

ASIS Commission Liaison Present

Bernard Greenawalt, ASIS Commission on Standards and Guidelines

DAY TWO - OCTOBER 5, 2011

Dr. Marc H. Siegel, ASIS International, Committee Co-Chair
Allison Wylde, London Metropolitan University Business School, Committee Co-Chair
Dennis Blass, CPP, PSP, CFE, Children's of Alabama
Michael Crocker, CPP, CSC, Michael Crocker, CPP & Assoc., Inc.
James Ellis, MA, CPP, PSP, CSSM, CPO, Principal Financial Group
Edward Heisler, CPP, PSP, Facility Control Systems, Inc.
Richard Lavelle, AIA, PSP, Reprise Design, Inc.
Ronald Martin, CPP, Open Security Exchange
Joseph McDonald, CPP, PSP, Switch Communications Group
Mohamed Fadhel Meddeb, Topic Energy
Henry Nocella, CPP, Nocella Associates
Russ Phillips, MMTS Group
Roger Piper, CPP, Piper Consulting
James Willison, Information Security Awareness Forum
Loftin Woodiel, CPP, Ally Financial Services

ASIS Staff Present

Sue Carioti, Director, Standards & Guidelines
Jeanette Donovan, Standards & Guidelines Coordinator

ASIS Commission Liaison Present

Bernard Greenawalt, ASIS Commission on Standards and Guidelines

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
1	0	line 0 page i	201x is not highlighted like other dates in the document.		Accept	10/4/11 - For Technical Editor.
2	0	page iii	Placement of the Table of Contents as is presently stands would have assisted in reviewing the overall structure		Noted	10/4/11 - No change proposed.
3	2		"... public, private or not-for-profit -- is a critical task for the viability, profitability ..." Having "not-for-profit" & "profitability" within the same sentence somewhat weakens the all embodying intent of the statement.	"... public, private or not-for-profit -- is a critical task for the operational or business viability" . Suggest to consider using operational viability and business viability to denote "not-for-profit" and "for-profit"	Not accept	10/4/11 - Current text clear as is.
4	6		"... initiatives in increasingly shorter periods of time to match the rapid pace of today's global business environment.." Though the meaning is implied but it is the pace of change that is the issue.	"... initiatives in increasingly shorter periods of time to match the rapid pace of change in today's global business environment. Suggest to add in the words for better clarity.	Not accept	10/4/11 - Current text clear as is.
5	8		"... This Standard will identify, apply, and manage physical security measures to safeguard .." The Standard provides the approach for good management, but it does not really manage physical measures.	".. This Standard will identify, apply, and prescribe physical security measures to safeguard.." Suggest prescribe may be more appropriate.	Not accept	10/4/11 - The term "prescribe" is not recommended for use in standards.
6	10		The use of the word system is inconsistent throughout this document and causes significant confusion.	Consider defining Physical protection systems, referencing "those" or re-wording the sentence.	Accept w/mofication	10/4/11.
7	12		Is "It" the physical protection systems or the Standard?	"This standard provides a framework..."	Accept	10/4/11.
8	13		This appears to be a reference to another system that is undefined.	"and improving protection of physical assets."	Accept w/mofication	10/4/11.
9	14		"This is also sometimes referred to..."	"This is at times referred to..."	Accept	10/4/11 - For Technical Editor.
10	14		is there really a requirement to mention that "this is also sometimes referred to as physical security management"?	Eliminate sentence	Withdrawn	10/4/11.
11	20		"... Standard used..."	"...Standard, used..."	Accept	10/4/11 - For Technical Editor.
12	32	32 and 33	"Standard" is capitalized.	Change to lower case.	Accept	10/4/11 - For Technical Editor.
13	39		"...quality/ product assurance..." <i>The way it is written, to me, suggests either or.</i>	"...quality and product assurance..."	Accept w/mofication	10/4/11.
14	40	41	"Asset protection is directly tied to the organization's mission, to protect the organizations assets..."	"Asset protection is directly tied to the organization's mission to protect its assets..."	Accept	10/4/11 - For Technical Editor.
15	40		"...protect the organizations..."	"...protect the organization's..."	Accept	10/4/11 - For Technical Editor.
16	43		System use in a different context again.	"developing a physical asset protection policy," or program	Accept w/mofication	10/4/11.
17	44		System use in a different context again.	"physical asset protection policy"	Accept	10/4/11.
18	47		"Characterizes the assets to be protected, designs and implements..."	"Characterize the assets, design and implement..."	Accept	10/4/11 - For Technical Editor.
19	47		"...a protective system that..."	Remove extra space	Accept	10/4/11 - For Technical Editor.
20	47		System use in a different context again.	"physical protection system"	Accept	10/4/11.
21	49		"Integrates people..."	"Integrate people..."	Accept	10/4/11 - For Technical Editor.
22	50		"continuously monitors, measures, and reviews the..."	"Continuously monitor, measure and review the..."	Accept	10/4/11 - For Technical Editor.
23	50		System reference	"physical asset protection policy"	Accept w/mofication	10/4/11.
24	62		"Establishment of cross-disciplinary..."	"Establishing cross-disciplinary..."	Accept	10/4/11 - For Technical Editor.
25	75	76	"It provides confidence to the organization and its customers that the organization is able to provide a safe and secure environment..." <i>This eliminates word repetitions.</i>	"It provides confidence to the organization, and its customers, that it can offer a safe and secure environment..."	Accept	10/4/11 - For Technical Editor.
26	76		British vs. American English	Change "fulfils" to "fulfills".	Accept	10/4/11 - For Technical Editor.
27	81		"...to enable the transformation of inputs into outputs can be considered to be a process..." * The outputs & the resulting process should be defined ie they should at least be what the organisation wants.	"...to enable the transformation of inputs into desired outputs can be considered to be a useful process. Suggest to add in desired for outputs and useful for process.	Not accept	10/4/11 - Current text clear as is.
28	85		"... By understanding the interrelationships between the elements and processes the organization is able to implement its policy and achieve its objectives of managing asset protection." The statement may be too early an over-simplification of the process of achieving objectives without the specific targets.	"... By understanding the interrelationships between the elements and processes the organization is able to implement its policy and achieve its objectives and targets of managing asset protection..." Adding in targets at this early stage may be helpful in providing a more complete perspective on things.	Not accept	10/4/11 - Current text clear as is.
29	95		"...e) Continual improvement based on objective measurement..." Not consistent with the rest of the paragraph, ; suggest to add in the word "Ensuring" at the start of the sentence.	"... e) Ensuring continual improvement based on objective measurement.. "	Accept	10/4/11.
30	100		"and through the necessary actions and processes produces..."	"and, through the necessary actions and processes, produces..."	Accept	10/4/11 - For Technical Editor.
31	104		formatting of Figure	push to next line with the remainder of the text	Accept	10/4/11 - For Technical Editor.
32	108		"... Compliance with this Standard can be verified by an auditing process that is compatible and consistent.. " Since this sentence specifically mentioned consistency with ISO then the word "compliance" may not be appropriate.	"... Conformance with this Standard can be verified by an auditing process that is compatible and consistent..."	Accept	10/4/11.
33	110		should a reference to the ORM standard not be included with the other standards referenced.		Accept	10/4/11.
34	116		"This Standard provides generic principles, requirements, and guidance for a management system to assist organizations in the design, implementation, monitoring, evaluation, maintenance, and replacement of physical asset protection systems." <i>This allows the elimination of lines 123-124 which in effect repeat most of the same things.</i>	"This Standard provides generic principles, requirements, and guidance, as well as a framework, for a management system to assist organizations in the design, implementation, monitoring, evaluation, maintenance, operating, improving and replacement of physical asset protection systems."	Accept	10/4/11.
35	121		any chance to expand this to reflect supply chain or transportation systems as well?		Not accept	10/4/11 - Change would add confusion as related to transportation.
36	122		consistency of wording	"physical asset protection management system"; or "physical protection system"; or physical asset protection policy"	Accept w/mofication	10/4/11.
37	124		PAP Systems should be spelled out and consistent with line 122		Accept	10/4/11 - For Technical Editor.

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
38	128		"...self-declaration; or" <i>The word OR is not needed here.</i>	"...self-declaration;"	Accept	10/4/11.
39	134		"...self-declaration by a party external to the organization."	"...self-declaration by an external party."	Accept	10/4/11 - For Technical Editor.
40	163		"...preventative..."	Change to the preferred spelling "preventive".	Accept	10/4/11 - For Technical Editor.
41	163		"...preventative and preemptive measures..." <i>Even though the word PREVENTATIVE is valid it is not common use.</i>	"...preventive and preemptive measures..."	Accept	10/4/11.
42	171		Standard references "top management" and no mention is made of the Board of Director's role regarding risks. Such matters may be outside the scope of this standard, but if that is the case then it should be stated as such. The Board plays a significant role in the assessment and management of risks and much has been written about this topic. For background and to substantiate comment, see http://blogs.law.harvard.edu/corgov/files/2008/11/risk-management-and-the-board-of-directors.pdf , which is an article regarding the Board's role regarding Risk Management.	Clarify the role of the Board with risk assessment or note that such matters are beyond the scope of this Standard.	Not accept	10/4/11 - Board of Directors inclusion is implied. "Top management" is accepted term used in standards.
43	172		"...authorization for the actioning of..."	"...authorization for the setting in motion of..."	Accept w/mofication	10/4/11.
44	180	183	"Physical asset protection is viewed as part of an overall good governance strategy. Physical asset protection is part of the organization's philosophy and values with protection of human life and safety as the primary concern of managing the risks of disruptive events. It is seen as an integral part of enterprise-wide risk management."	"Physical asset protection is viewed as part of an overall good governance strategy. It is part of the organization's philosophy and values with protection of human life and safety as the primary concern of managing the risks of disruptive events and is seen as an integral part of enterprise-wide risk management."	Accept	10/4/11 - For Technical Editor.
45	186	188	"Assessing and understanding the organization's assets, needs, and expectations is critical to the success of physical asset protection management. The objectives of the organization are linked to its needs and expectations."	"The objectives of the organization are linked to its needs and expectations. Assessing and understanding the organization's assets, needs, and expectations is critical to the success of physical asset protection management."	Accept	10/4/11.
46	190		". example -- employees, its supply chain, customers, suppliers, financiers, local communities, and society as a whole...) The word "society" may need to be defined as either global or local takes on a different meaning.	". example -- employees, its supply chain, customers, suppliers, financiers, local communities, and society within the country as a whole). Suggest to keep it within the country for better management.	Accept w/mofication	10/4/11.
47	194		"Physical asset protection is a multi-process iterative approach."	"Physical asset protection is a multi-process interactive approach."	Not accept	10/4/11 - Current text is correct.
48	198		"...context of relationships and interdependencies with each other, rather than in isolation."	"...context of relationships and interdependencies, rather than in isolation."	Accept	10/4/11.
49	201	202	"Most organizations operate where the internal and external environments are subject to change. Organizations should conduct ongoing monitoring..."	"Most organizations operate where the internal and external environments are subject to change and should conduct ongoing monitoring..."	Accept	10/4/11 - For Technical Editor.
50	203		"...and implement effective change control strategies." Technically speaking, change cannot be really controlled ; a change has to occur before we can realise it. Perhaps managing it will be more appropriate.	"... and implement effective change management strategies... "	Accept	10/4/11.
51	206	207	"...will remain predictable, while particular applications vary."	"...will remain predictable, while the particular applications will vary."	Accept	10/4/11 - For Technical Editor.
52	212		"...both known and unknown, and the vulnerability of the organization and its assets..."	"...both known and unknown, and in the vulnerability of the organization and its assets..."	Not accept	10/4/11 - Current text clear as is.
53	213		"...uncertainty..."	"...uncertainty..."	Accept	10/4/11 - For Technical Editor.
54	220	222	"The protection program must be fully understood and supported at the highest level in the enterprise and top management must be engaged to a degree that ensures that all personnel follow the established requirements." <i>Management MUST be engaged to ensure complete participation of the employees. Partial engagement of management renders the program unimportant in their view.</i>	"The protection program must be fully understood and supported at the highest level in the enterprise and top management must be fully engaged to ensures that all personnel follow the established requirements."	Accept w/mofication	10/4/11.
55	227		Addition of the word "Documentation" as a component to support analysis	Documentation, analysis, planning which then supports 4.9Factual decision making	Accept w/mofication	10/4/11.
56	236	237	"...through reference to data that is accurate reliable and timely, in line with company PAP policy."	"...through reference to data that is accurate, reliable and timely, in line with the company's PAP policy."	Accept	10/4/11 - For Technical Editor.
57	236		missing comma : "accurate reliable and timely..."	"accurate, reliable and timely,....."	Accept	10/4/11 - For Technical Editor.
58	249		Out of context wording: "Appointment"	"Appointing...."	Accept	10/4/11 - For Technical Editor.
59	249		". b) Appointment of a person to be responsible for the PAPMS." Not consistent with the rest of the paragraph. Suggest to change "appointment" to "appointing".	"... b) Appointing a person to be responsible for the PAPMS..."	Accept	10/4/11 - For Technical Editor.
60	249		"b) Appointment of a person to be responsible for the PAPMS..."	"b) Appointing a person to be responsible for the PAPMS..."	Accept	10/4/11.
61	257		"...technology, information, process, and financial resources;"	technology, information, processes, and financial resources;	Accept	10/4/11 - For Technical Editor.
62	259		addition of the word "regular"	Conducting regular management reviews	Accept	10/4/11.
63	268		"organizations ..."	"organization's..."	Accept	10/4/11 - For Technical Editor.
64	268		"...organizations..."	"...organization's..."	Accept	10/4/11 - For Technical Editor.
65	292		"...to achieve the expected objective, targets, and programs of its..."	"...to achieve the expected objectives, targets, and programs of its..."	Accept	10/4/11.
66	301		mapping of supply chains	Should this be a consideration due to the inter relationship with the other standards such as - supply chain security and ORM.	Not accept	10/4/11 - Current text clear as is - thi s is considered part of external context.
67	323		"...risk aversion..."	"...risk aversion..."	Accept	10/4/11 - For Technical Editor.
68	323		"e) The organization's risk appetite or risk aversion"	"e) The organization's risk appetite or risk aversion;"	Accept	10/4/11 - For Technical Editor.
69	331	332	"The organization shall define the boundaries of the organization to be included in the scope of its PAPMS, being the whole organization or one or more of its constituent parts."	"The organization shall define the boundaries of the organization, being the whole organization or one or more of its constituent parts, to be included in the scope of its PAPMS."	Accept w/mofication	10/4/11.
70	335		Spelling: "ORIGINIZATIONAL....."	"ORAGANIZATIONAL....."	Accept	10/4/11 - For Technical Editor.

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
71	337		underscore?: "Determine risk scenarios _based..."	Determine risk scenarios based...	Accept	10/4/11 - For Technical Editor.
72	337		"...scenarios _based..."	"...scenarios-based..."	Accept	10/4/11 - For Technical Editor.
73	344		Change "for example" to "e.g.," to be consistent with the rest of the document.	This change should be made throughout the document for the sake of consistency.	Accept	10/4/11 - For Technical Editor.
74	354		"Organizational"	"Organizational"	Accept	10/4/11 - For Technical Editor.
75	355		Typo "...ORGINIZATIONAL RESILIENCE ..."	"...ORGANIZATIONAL RESILIENCE ..."	Accept	10/4/11 - For Technical Editor.
76	365		"...organizations..."	"...organization's..."	Accept	10/4/11 - For Technical Editor.
77	384		Definitions in Annex C should include physical protection systems.		Accept	10/4/11.
78	391		Question the inclusion of "assets" under risks?		Accept w/mofication	10/4/11.
79	396		".d) Needs of internal and external stakeholders are appropriately considered when defining risk criteria and evaluating risks; ..." May seem logical but the risk appetite of the internal & external stakeholders are likely to be different - the more likely outcome will be to decide and inform the external stakeholders on decisions made to fulfill the obligatory needs .	"...d) Needs of internal stakeholders, and relevant and applicable needs of external stakeholders are appropriately considered when defining risk criteria and evaluating risks..."	Not accept	10/4/11 - The qualifier is implied and not needed.
80	398		"...physical assets protection..."	"...physical asset protection..."	Accept	10/4/11 - For Technical Editor.
81	398		for consistency, change "physical protective systems"	"physical protection systems "	Accept w/mofication	10/4/11.
82	439		"...their distribution controlled; and..." <i>Removal of And which is and should be on the next line (440)</i>	"...their distribution controlled;..."	Accept	10/4/11 - For Technical Editor.
83	444	445	The organization should determine the proprietary and security sensitivity of information and should take appropriate steps to prevent unauthorized access.	Add onto the end of this sentence 'in-line with respective Data Protection Legislation'	Not accept	10/4/11 - The addition is implied and previously described in Section A.4.1.
84	452		1. To determine how these requirements apply to its threats, hazards, and risks; and	1. To determine how these requirements apply to its threats, hazards, and risks;	Accept	10/4/11 - For Technical Editor.
85	454		maintaining its PAPMS.	maintaining its PAPMS; and	Accept	10/4/11 - For Technical Editor.
86	455		This begins a new paragraph; it's not part of the previous series.	Delete the number 4.	Accept	10/4/11 - For Technical Editor.
87	463		Possible change of context "intentional and unintentional threats..."	"intentional or unintentional threats...."	Not accept	10/4/11 - Current text is correct, as both are important.
88	471		"...reasonable practical risks..."	"...reasonably practical risks..."	Accept	10/4/11 - For Technical Editor.
89	472		"b. As low as reasonable practical risks cannot..."	b. As low as reasonably practical risks cannot..."	Accept	10/4/11 - For Technical Editor.
90	499		"...formal and security survey..."	"...formal security survey..."	Accept	10/4/11 - For Technical Editor.
91	500	502	"The organization should establish, implement, and maintain a formal and security survey for threat identification and analysis, asset identification, facility classification based on its character asset degradation or loss, and consequence evaluation and countermeasure evaluation, to..." <i>The facility classification should be added to the point form listing.</i> <i>This whole section is confusing because of:</i> <i>- the length of the opening phrase;</i> <i>- the repetition of the main parts of the opening phrase in the itemized point form.</i> <i>The mention of the "formal and security survey" needs clarifying. does it stand for "formal security survey" or "a formal survey AND a security survey"</i>	"The organization should establish, implement, and maintain a formal security survey to..."	Accept w/mofication	10/4/11.
92	500		unnecessary word "formal and security survey..."	"formal security survey..."	Accept	10/4/11 - For Technical Editor.
93	500		formal and security	formal security	Accept	10/4/11 - For Technical Editor.
94	509		"...options."	"...options;"	Accept	10/4/11 - For Technical Editor.
95	543		"...physical assets protection..."	"...physical asset protection..." This change should be made throughout the document for the sake of consistency.	Accept	10/4/11 - For Technical Editor.
96	558		"...risks environment."	"...risk environment."	Accept	10/4/11.
97	567		"asses"	"assess"	Accept	10/4/11 - For Technical Editor.
98	567		Under Targets section D d) Continually asses and periodically review to ensure they remain relevant and consistent with the PAPMS objectives and – if necessary -- amended accordingly.	Asses should be Assessed	Accept	10/4/11 - For Technical Editor.
99	574		"...responsibility,, and..."	"...responsibility, and..."	Accept	10/4/11 - For Technical Editor.
100	575		"a) Designation of accountability, responsibility,, and resources..."	"a) Designation of accountability, responsibility, and resources..."	Accept	10/4/11 - For Technical Editor.
101	575		double comma	remove commas	Accept	10/4/11 - For Technical Editor.
102	596		comma: "implementation and evaluation cross discipline..."	"implementation and evaluation, cross discipline...."	Accept	10/4/11 - For Technical Editor.
103	611		"...be based on education, training, and experience that is appropriate to the assigned..."	"...be based on education, training, and experience that are appropriate to the assigned..."	Accept	10/4/11 - For Technical Editor.
104	617		"person"	"persons"	Accept	10/4/11 - For Technical Editor.
105	617		"...controls to ensure that person doing work..."	"...controls to ensure that persons doing work..."	Accept	10/4/11 - For Technical Editor.
106	632		use abbreviation consistent with previous paras	"PAPMS"	Accept	10/4/11 - For Technical Editor.
107	652		"e) Assure the integrity of the controls..."	"Ensure the integrity of the controls..."	Accept	10/4/11 - For Technical Editor.
108	659		"...from risk ;" (extra space after risk)	"...from risk;"	Accept	10/4/11 - For Technical Editor.
109	700	701	"f) Procedures are periodically reviewed and, where necessary, revise its physical protective systems...." <i>The original phrase does not specify who does or is responsible for the revision.</i>	"f) Procedures are periodically reviewed and, where necessary, that the organization revises its physical protective systems...."	Accept w/mofication	10/4/11.

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
110	708	708 and general comment	for consistency, change "physical protective system"	"physical protection systems "	Accept	10/4/11.
111	718		for consistency, change "asset protection systems"	"physical protection systems "	Accept	10/4/11.
112	725		Out of context: "Ensures..."	"Ensuring..."	Accept	10/4/11 - For Technical Editor.
113	730	730-735; also, 1191- 1196	This paragraph uses the word "adversary" (singular) twice. However, it also uses the plural pronoun "their" when referring to adversary.	Make "adversary" plural or change "their" to perhaps "his/her."	Accept	10/4/11 - For Technical Editor.
114	732		"organizations ..."	"organization's..."	Accept	10/4/11 - For Technical Editor.
115	752		This paragraph uses the terms "physical protective systems", "physical protection systems", and "physical protective system." This is also the case in other parts of the document.	Pick one for the sake of consistency.	Accept	10/4/11 - For Technical Editor.
116	754		"...model that ensures the continuation of systems objectives, sustainability of the system, integrity of the..."	"...model that ensures the continuation of system's objectives, sustainability and integrity of the..."	Accept	10/4/11 - For Technical Editor.
117	756		"organizations ..."	"organization's..."	Accept	10/4/11 - For Technical Editor.
118	756		"...to the physical protective system and organizations PAPMS."	"...to the physical protective system and organization's PAPMS."	Accept	10/4/11 - For Technical Editor.
119	767		"...pertaining the..."	"...pertaining to the..."	Accept	10/4/11 - For Technical Editor.
120	767		"...and information pertaining the contracting of systems implementation";	"...and information pertaining the contracting of system's implementation;"	Accept	10/4/11 - For Technical Editor.
121	781		missing word	Place "and" after the semicolon.	Accept	10/4/11 - For Technical Editor.
122	792		too restrictive on qualifications	"require qualified technicians - whether facility or contract - to perform..."	Accept w/mofication	10/4/11.
123	797		"...agreements scope;..."	"...agreements' scopes;..."	Accept	10/4/11 - For Technical Editor.
124	800		wrong punctuation mark	Change the colon to a semicolon.	Accept	10/4/11 - For Technical Editor.
125	800		"g) Develop maintenance test programs; develop a testing schedule with defined periodicity; and develop a process of reviewing, measuring performance, and resolving non compliance;"	"g) Develop maintenance test programs and a testing schedule with defined periodicity, incorporating a process of reviewing and measuring performance; and resolving non compliance;"	Accept	10/5/11 - For Technical Editor.
126	801		missing hyphen	"Non-compliance" should be hyphenated.	Accept	10/5/11 - For Technical Editor.
127	802		"...vendors..."	"...vendors'..."	Accept	10/5/11 - For Technical Editor.
128	803		should not make the requirement that spare parts be pre-purchased. Most qualified contractors have and supply access to spare parts. If this is altered to reflect critical, one deep parts, specific to the site, this may be more acceptable.	"maintain access to a spare parts inventory.."	Accept w/mofication	10/5/11.
129	823		capitalization error	"Coordination" should be lower case.	Accept	10/5/11 - For Technical Editor.
130	832		wrong verb tense	"suits" should be "suit."	Accept	10/5/11 - For Technical Editor.
131	834		"a) Protection of tangible and intangible assets;"	"a) The protection of tangible and intangible assets;"	Accept	10/5/11 - For Technical Editor.
132	836	837	"c) The most appropriate methods for mitigation and emergency response to a disruptive event to avoid escalation to a crisis or disaster;"	"c) The most appropriate methods for mitigation and emergency response to a disruptive event to avoid its escalation to a crisis or disaster;"	Accept	10/5/11 - For Technical Editor.
133	838		As the details addressed are for procedure development there is no need to repeat PROCEDURES in d)	d) The authority to declare an emergency situation	Accept w/mofication	10/5/11.
134	846		"h) Periodic testing of physical asset protection system under normal..."	"h) Periodic testing of the physical asset protection system under normal..."	Accept	10/5/11 - For Technical Editor.
135	865		missing punctuation	Add semicolon after "event."	Accept	10/5/11 - For Technical Editor.
136	887		"...action when necessary to address non-compliance. The organization should keep records of the results..."	"...action when necessary to address non-compliance and should keep records of the results..."	Accept	10/5/11 - For Technical Editor.
137	960		Scope of PAPMS should be included in the top management review for possible changes	"policy, scope, objectives..."	Accept w/mofication	10/5/11.
138	996		wrong verb tense	"provides" should be "provide" in two instances in this line.	Accept	10/5/11 - For Technical Editor.
139	1008		This appears to reference physical protection systems rather than physical asset protection systems	"PAPMS, physical protection systems should..."	Accept w/mofication	10/5/11.
140	1013		Proposed wording change from "...certainty..."	"likelihood..."	Accept	10/5/11.
141	1023	1023 and general	We need to differentiate between physical asset protection systems and physical protection systems. My understanding would be that the physical asset protection system is the process we are trying to manage with this standard and the physical protection systems are the means used to physically protect assets.	Need these terms defined and consistently applied throughout the document.	Accept w/mofication	10/5/11.
142	1031		Risks should be eliminated or alleviated.	"considered to eliminate or alleviate the identified risks."	Not accept	10/5/11 - Current text is consistent with ISO 31000.
143	1048		"Identify..."	"Identifying..."	Accept	10/5/11 - For Technical Editor.
144	1049		"Review..."	"Reviewing..."	Accept	10/5/11 - For Technical Editor.
145	1056		Security survey is not the vehicle for providing cost effective solutions. The PAPMS utilizes the survey for information while comparing the risk appetite of the organization.	Eliminate e)	Accept w/mofication	10/5/11.
146	1068		"...organizations..."	"...organization's..."	Accept	10/5/11 - For Technical Editor.
147	1075		missing word	Begin the sentence with "The..."	Accept	10/5/11 - For Technical Editor.
148	1077		The term used throughout the tet is ORGANIZATION. This correction ensures continuance.	"...assessment across the organization; and..."	Accept	10/5/11.
149	1086		new system reference with integrated security systems	"...and physical protection systems."	Accept w/mofication	10/5/11.
150	1089		missing words	Add "the following;" after "consider."	Accept	10/5/11 - For Technical Editor.
151	1089		"...conducting a cost benefit analysis, the organization should consider;"	"...conducting a cost benefit analysis, the organization should consider that;"	Accept	10/5/11 - For Technical Editor.
152	1092		capitalization error	"When" should be capitalized.	Accept	10/5/11 - For Technical Editor.
153	1100		"e) When considering combining risk treatment measures, consider the trade-offs..."	"e) When considering combining risk treatment measures, it should consider the trade-offs..."	Accept	10/5/11 - For Technical Editor.

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
154	1136	1138	For example, today's intrusion detection and surveillance systems, alarm systems, and building automation control systems are often integrated into the enterprise's computer network.	Security systems should not be integrated into an enterprises computer network unless the enterprise can clearly secure the systems both physically & technically from intentional or unintentional interference.	Accept	10/5/11.
155	1144		new system reference with security solutions systems	eliminate "and security solutions systems"	Accept w/mofication	10/5/11.
156	1147		"...ISO/IEC 27001 Standard outlines strategies and controls for information security."	"...ISO/IEC 27001 Standard outline's strategies and controls for information security."	Accept	10/5/11 - For Technical Editor.
157	1148	1150	capitalization?	Should the word "standard" be capitalized in each of these lines since a specific standard is being referenced?	Accept	10/5/11 - For Technical Editor.
158	1158		wrong word	"analysis" should be "analyzes".	Accept	10/5/11 - For Technical Editor.
159	1160		"analysis."	"analyzes..."	Accept	10/5/11 - For Technical Editor.
160	1165		reference to security solutions systems	"and physical protection systems.. "	Accept w/mofication	10/5/11.
161	1170		duplicate word?	Should "information" be used twice in this statement?	Accept	10/5/11 - For Technical Editor.
162	1172		This sentence is confusing	"i) A framework that integrates people, information and physical, information and communications security systems."	Accept w/mofication	10/5/11.
163	1174		capitalization error	"Prevention" should be capitalized.	Accept	10/5/11 - For Technical Editor.
164	1184	1184, 1186 and 1187	British vs. American English	Change "behaviour" to "behavior."	Accept	10/5/11 - For Technical Editor.
165	1219		"...symbolic barriers to discourage or prevent access or..."	"...symbolic barriers to discourage, prevent access or..."	Accept	10/5/11 - For Technical Editor.
166	1224		"advisories..."	"adversaries..."	Accept	10/5/11 - For Technical Editor.
167	1237		extra word	Delete "with..."	Accept	10/5/11 - For Technical Editor.
168	1239		unnecessary word "... Risk assessment with emphasizing ..."	"...risk assesment emphasizing..."	Accept	10/5/11 - For Technical Editor.
169	1267		wrong word	"configuring" should read "configure."	Accept	10/5/11 - For Technical Editor.
170	1270		wrong word	"man" should read "manned."	Accept	10/5/11 - For Technical Editor.
171	1273		"...physical protective applications should be converged that other physical asset protection application..."	"...physical protective applications should be converged with other physical asset protection application..."	Accept	10/5/11 - For Technical Editor.
172	1285	1391	British vs. American English	Change "neighbouring" to "neighboring."	Accept	10/5/11 - For Technical Editor.
173	1285	1391	"adjacencies" is very formal and stilted.	Replace with "adjacent areas."	Accept	10/5/11 - For Technical Editor.
174	1292		"By establishing the overall goals of a site's or facility's physical asset protection..."	"By establishing the overall goals of a site or facility physical asset protection..."	Accept	10/5/11 - For Technical Editor.
175	1301	1301 and following	The bullets in this section are a mixture of phrases and sentences. They should be consistent--I suggest sentences.	Reword the following as indicated: a) "There should be high brightness contrast between intruder and backgrounds;" b) "Boundaries and approaches should be illuminated;" c) "Areas and structures should be illuminated;" d) "Lighting levels should meet...etc.;" e) "Lighting should be integrated...etc.;" h) "There should be a minimal time allowance...etc."	Accept	10/5/11 - For Technical Editor.
176	1306		"e) Integration of lighting with surveillance systems;"	"e) Integration with surveillance systems;"	Accept	10/5/11.
177	1335		extra word	Delete the first "and."	Accept	10/5/11 - For Technical Editor.
178	1335		"g) Lighting and should be integrated with barriers..."	"g) Lighting should be integrated with barriers..."	Accept	10/5/11 - For Technical Editor.
179	1337		unnecessary word "Lighting and should..."	"Lighting should..."	Accept	10/5/11 - For Technical Editor.
180	1351		"...need arising, efficiencies in time and effort will result."	"...need arising, will result in time and effort efficiencies."	Accept	10/5/11 - For Technical Editor.
181	1353	1353 and following	The style of the bullets in this section is inconsistent.	a) "Demarcate" should read "Demaraction of..."; d) "Deter" should read "Deterrence of..."; e) "Force" should read "Forcing..."; j) "Demonstrate" should read "Demonstration of..."	Accept	10/5/11 - For Technical Editor.
182	1365		extra word	Delete "the."	Accept	10/5/11 - For Technical Editor.
183	1365		"A barrier's effectiveness is dependent on the how much time it can delay an adversary..."	"A barrier's effectiveness is dependent on how much time it can delay an adversary..."	Accept	10/5/11 - For Technical Editor.
184	1367		unnecessary word "on the how..."	"..on how..."	Accept	10/5/11 - For Technical Editor.
185	1369		extra word	Delete "to."	Accept	10/5/11 - For Technical Editor.
186	1380		British vs. American English	Change "behavioural" to "behavioral."	Accept	10/5/11 - For Technical Editor.
187	1381		"...Intrusions detection..."	"...Intrusion detection..."	Accept	10/5/11 - For Technical Editor.
188	1398		"Establishing the overall goals of a site's or facility's security requirements..."	"Establishing the overall goals of a site or facility security requirements..."	Accept	10/5/11.
189	1412		"...a protective space."	"...a protected space."	Accept	10/5/11 - For Technical Editor.
190	1415		"...systems comprise three..."	"...systems are comprised of three..."	Accept	10/5/11 - For Technical Editor.
191	1425		"... Systems..."	"...system's..."	Accept	10/5/11 - For Technical Editor.
192	1451		"...detection and instills confidence to detect intrusion;"	"...detection and instills confidence to detect intrusion;"	Accept	10/5/11 - For Technical Editor.
193	1473		"...access controls..."	"...access control..."	Accept	10/5/11 - For Technical Editor.
194	1475		"...controls remains..."	"...controls remain..."	Accept	10/5/11 - For Technical Editor.
195	1481		"...objectives are met."	"...objectives to be met."	Accept	10/5/11 - For Technical Editor.
196	1502		"The common performance measurement of entry and access control systems are:"	"The common performance measurements of entry and access control systems are:"	Accept	10/5/11 - For Technical Editor.
197	1504		Grammatical error - "...common performance measurement of entry and access control systems are..."	"...common performance measurements of entry and access control systems are..."	Accept	10/5/11 - For Technical Editor.
198	1511		"...operations..."	"...operations;..."	Accept	10/5/11 - For Technical Editor.
199	1551		"...system will be a vital portion of an organization's success in protection."	"...system will be a vital portion of an organization's protection success."	Accept	10/5/11 - For Technical Editor.
200	1553		I believe that many of the words in section B.6 that have been capitalized should be lower case. There are too many to detail in this format, but I'm typically referring to items that are listed as bullets/subsections through this main section.	For example, line 1560 reads "Live Surveillance." I believe that "surveillance" should be lower case. Continue this rationale through the rest of B.6.	Accept	10/5/11 - For Technical Editor.
201	1590		These three bullete are subordinate to the main bullet in line 1587.	Indent theese three bullets.	Accept	10/5/11 - For Technical Editor.
202	1662		"WEB based"	I think this should read "Web-based."	Accept	10/5/11 - For Technical Editor.

No.	Line Number From	Line Number To	Comment (justification for change)	Proposed Change	Resolution	Rationale
203	1713		"With standards-based equipment, utilizing the IT network..."	"With standards-based equipment utilizing the IT network..."	Accept	10/5/11.
204	1724		Even if this abbreviation is well known, it is better to use the long form for those who would not know it.	"...each system component should include Operation & Maintenance Manuals with..."	Accept	10/5/11.
205	1729	1730	"...when they can be trained using their systems."	"...when they can be trained in the use of their systems."	Accept	10/5/11.
206	1744		British vs. American English	Change "Centre" to "Center."	Accept	10/5/11 - For Technical Editor.
207	1762		"...need to be done to maintain the system to ensure integrity and system operation."	"...need to be done to maintain the system to ensure integrity and optimal operation."	Accept	10/5/11.
208	1783		capitalization?	Not sure if "Security" should be capitalized in these cases.	Accept	10/5/11 - For Technical Editor.
209	1787		"...extraordinary events, is an important part in the success of any center."	"...extraordinary events is an important part in the success of any center."	Accept	10/5/11.
210	1796		capitalization?	In this line, "internet" is lower case. Elsewhere in the document, it appears capitalized. We should be consistent.	Accept	10/5/11 - For Technical Editor.
211	1806	1810	The text is not completed in this section.	"...during the design of the facility. Consideration of any natural disaster disaster history for the intended region is critical to the architectural requirements in the design phase."	Accept w/mofication	10/5/11.
212	1809		The last sentence of this section is incomplete.	Complete the sentence or delete the sentence fragment.	Accept w/mofication	10/5/11.
213	1811	1812	Incomplete sentence	"...Consideration of any natural disaster ..."	Accept w/mofication	10/5/11.
214	1811		incomplete thought	Natural disasters that may occur in the area that will house the monitoring center should be taken into consideration when designing the building shell and the monitoring space.	Accept w/mofication	10/5/11.
215	1815	1816	"By putting information that needs to be addressed on the screen, it brings the attention of the operator to that information."	"Displaying information that needs to be addressed on the screen, focuses the operator's attention to that information."	Accept	10/5/11.
216	1816	1817	"The continual dwell through video images on a monitor does not engage the operator when an exception occurs."	"The continual dwell through video images on a monitor does not automatically engage the operator when an exception occurs."	Accept	10/5/11.
217	1840		"These personnel range from security managers to security officers and..."	"This personnel range's from security managers to security officers and..."	Accept	10/5/11 - For Technical Editor.
218	1870	1872	<i>The last phrase of bullet d) should be incorporated to hte next paragraph as it relates to the evaluation of options enumerated in the bullets.</i>	"...all security related hardware/software, security officer management and the contract security force itself. Each scenario must be examined closely and be able to be uniquely tailored to the individual expectations of the organization while maintaining the required level of security. While considering options that include contract providers..."	Accept	10/5/11.
219	1875	1876	<i>Replacement of AREAS for LOCAL GOVERNMENTS gives a better understanding to this paragraph as the regulation is not from a place but from a legal point of view.</i>	"While many local goverments provide strict regulation of contract security providers, other areas have no documented requirements for providers to follow."	Accept w/mofication	10/5/11.
220	1889		"...relationships between procedures -- including those of the law enforcement, emergency services..."	"...relationships between procedures -- including those of law enforcement, emergency services..."	Accept	10/5/11 - For Technical Editor.
221	1923		Typo in D.26 "exercises" "...NOTE 2: An exercise can involve invoking response and operational continuity procedures, but is more likely to involve the simulation of an response and/or operational ..."	"...NOTE 2: An exercise can involve invoking response and operational continuity procedures, but is more likely to involve the simulation of a response and/or operational ..."	Accept	10/5/11 - For Technical Editor.
222	1923		D.74 "Security Measure" and D.75 "Security Measure" appear to be the same except for the additional word in D.75	Remove D.75	Accept w/mofication	10/5/11.
223			<i>Throughout the text, "protective system" is either singular or plural. Using it in both modes can be confusing to the reader.</i>	For ease of understanding, I suggest the use of the plural "protective systems" as organizational protection is always composed of multiple layers, including physical systems and operational processes.	Accept w/mofication	10/5/11.