

SANDIA REPORT

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EXAMPLES

PERFORMANCE TESTING

TEMPATES

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Prepared by
Bud Siple
Sandia National Laboratories
Albuquerque, New Mexico 87185



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DEVELOPING A PERFORMANCE TESTING PROGRAM PLAN In-Class Exercise

Session Objectives:

After the session, the participants will be able to do the following:

1. Develop a Performance Assurance Program Plan.

Instructions:

1. Using the provided Performance Testing Program Plan template, complete sections 1.2, 1.3, 2.1, 2.2, 3.1, 4.6, and 4.8 specific to your site.
2. Have the instructor review your comments.
3. Review the Sample Performance Testing Program Plan.

NOTE: This exercise using the following example does not include all details that would be included in a Program Plan. Refer to the example for more details. A Program Plan should also include details specific to your site requirements.

Example

PERFORMANCE TESTING PROGRAM PLAN EXERCISE

Site Name

Performance Testing Program Plan

**This Example is to be modified per Site/Facility Configuration
and Situation**

Date: XXX

1.0 Introduction

1.1 Purpose

The purpose of this Performance Testing Program Plan is to identify the process and phased approach that will be implemented at Site XYZ. The purpose of the testing program at Site XYZ is specifically designed to evaluate the effectiveness of systems that are employed at this site. This plan defines tasks to be accomplished to ensure that performance testing is conducted as effectively and efficiently as possible.

1.2 Mission

Briefly describe the mission of your site.

1.3 Applicability

Describe who and what the program plan applies to. For example, response forces and interior sensor equipment

2.0 Requirements

2.1 Program Requirements

Briefly describe what will determine the program requirements (documents, governing bodies). For example, the Design Basis Threat.

2.2 System Elements

List the components, equipment, procedures, and/or personnel that will be tested under the program.

2.3 Testing Concept

Performance testing is a test to evaluate the ability of an implemented and operating system element or total system to meet an established requirement. Individual performance tests for response are used to determine whether guard and response procedures are effective, whether personnel understand and follow the procedures, and whether personnel and equipment interact effectively.

Performance Test Exercises are means to realistically evaluate the effectiveness of response force programs; provide skills application training for personnel; identify areas requiring system improvements; validate implemented improvements and motivate personnel to perform duties in the most efficient, effective, and safest manner. To effectively coordinate an exercise or test, the process outlined below is used to properly plan and conduct these types of exercises or tests.

3.0 Performance Testing

3.1 Types of Tests

There are recognized differences among the various protective forces, physical facilities, and security interests; these differences require a flexible approach to the application of testing and evaluation techniques. A combination of specific types of performance testing is used to evaluate the performance of a security forces and components. There are several categories of performance tests. This program plan is based on the following types of performance tests:

List the types of performance tests that will be conducted at your site to test the elements listed in 2.2. Provide a brief description of each test.

4.0 Implementation Factors

4.1 Reliability

If the failure of an element would reduce protection to an unacceptable level, it must be tested at frequencies that provide a high assurance of its reliability. Testing frequencies will reflect site-specific conditions and operational needs. Testing frequencies will be documented for each element or system.

4.2 Compensatory Measures

Compensatory measures provide temporary equivalent protection for interests in the event of a partial or total system failure, or if a vulnerability has been identified. Compensatory measures are initiated when notification of a PSS component failure is received and when the time to implement repairs is deemed to exceed the time to implement the compensatory measure. Management will determine the appropriate time frame for repairs of and affected alarm component or system. Compensatory

measures may not be terminated until management or a management designee has verified that the compensated component has been restored to full operation. Verification may be achieved through alarm testing, hands-on validation, or notification from the technician who completed the repair or otherwise restored the system to operability.

4.3 Reporting and Documenting Test Activities

Program personnel are responsible for collecting test data (including periodic roll-up and analysis of data) and maintaining performance test results. Also, program personnel are responsible for maintaining records and documenting all performance tests conducted. Program personnel or other testing organizations will provide verbal notice to management of test results that indicate unacceptable performance no later than the next business day.

4.4 Maintenance

Security-related systems and components must be maintained in operable condition. A regularly scheduled testing and maintenance program must be established and documented. The maintenance and testing program enhances the continuous effectiveness and operability of related equipment. Preventative maintenance is the responsibility of each owning organization. Protection elements that have been repaired or undergone maintenance must be validated through testing before use.

4.5 Performance Test Plans

Planning guidance is provided in individual specific performance test plans. All performance tests will be conducted according to an established plan and are modified as needed as site specific requirements dictate. To develop performance tests and to ensure effective, safe, and efficient performance testing, program personnel use standard methods, where possible, for performance testing.

4.6 Testing Frequency

Performance testing must be conducted as stated in Table 1, *Testing Frequency*:
Complete Table 1. Add the types of tests identified in Section 3.1 of the plan; then indicate the testing frequency for each test.

Table 1—Testing Frequency
Describe Test to be conducted and frequency

Type of Performance Test	Minimum Performance Test Frequency
ARAPT (Example)	One performance test per quarter for each alarmed location.

4.7 Testing of Systems and Equipment

Testing of elements will be conducted by the personnel or designated site representatives. Testing will reflect site-specific conditions and operational needs. Tests results (i.e., reports) will be retained by the site and maintained by the program to be used for evaluating the overall site security program. However, potential vulnerabilities revealed during testing will be immediately reported to the affected program manager so that corrective measures can be taken.

Tests that are employed to protect classified material may include people, procedures, and components; an example would be to test the Protective Force response to an alarm. Conversely, a test may be limited to a single essential element of the total system, such as a specific alarm and sensor test in a room storing classified material.

4.8 Feedback- and-Improvement Review Process

Briefly describe how feedback and improvement to the PPS will be communicated.

Example

Completed

PERFORMANCE TESTING PROGRAM PLAN

NOTE: This template is an example of a suggested completed Performance Test Plan, for Instructors to help participants complete Attachment A-Developing a Performance Testing Program Plan.

Site Name

Performance Testing Program Plan

This Example is to be modified per Site/Facility Configuration and Situation

Date: XXX

1.0 Introduction

1.1 Purpose

The purpose of this Performance Testing Program Plan is to identify the process and phased approach that will be implemented at Site XYZ. The purpose of the testing program at Site XYZ is specifically designed to evaluate the effectiveness of systems that are employed at this site. This plan defines tasks to be accomplished to ensure that performance testing is conducted as effectively and efficiently as possible.

1.3 Mission

The Mission of Site XYZ Performance Assurance Program is to demonstrate the effectiveness of the protection posture for **(what is the site protecting)**. This is accomplished by systematically evaluating protection systems through performance, operability and effectiveness testing. This ensures that protection systems perform competently and provide satisfactory protection for Site XYZ property and security interests.

1.3 Applicability

This document applies to Program personnel and activities at Site XYZ. This document applies to all Site XYZ personnel responsible for managing, supporting, conducting, evaluating, and participating in Performance Tests activities. The results of testing exercises are used to determine the performance adequacy of the respective Guard and Response Forces, and the data will be analyzed and trended over time.

2.0 Requirements

2.1 Program Requirements

Site XYZ Performance Assurance Program (PAP) will be developed to validate the performance of system elements as determined by Site XYZ. The program will encompass performance tests (operability and effectiveness), reliability and documentation. The Design Basis Threat (DBT) policy statement and local threat statements are used to identify the adversaries and threat spectrum.

2.2 System Elements

System elements are components or subcomponents of a protection system that directly affects the ability of the system to perform a required function. System elements may be equipment, procedures, or personnel.

2.3 Testing Concept

Performance testing is a test to evaluate the ability of an implemented and operating system element or total system to meet an established requirement. Individual performance tests for response are used to determine whether guard and response procedures are effective, whether personnel understand and follow the procedures, and whether personnel and equipment interact effectively.

Performance Test Exercises are means to realistically evaluate the effectiveness of response force programs; provide skills application training for personnel; identify areas requiring system improvements; validate implemented improvements; and motivate personnel to perform duties in the most efficient, effective, and safest manner. To effectively coordinate an exercise or test, the process outlined below is used to properly plan and conduct these types of exercises or tests.

3.0 Performance Testing

3.1 Types of Tests

Performance tests range in complexity from simple demonstrations of a single individual skill to major integrated tests involving an entire guard or response force shift operating with other elements of a facility's security system. Performance tests should be planned, conducted, and evaluated through the development of a phased approach.

There are recognized differences among the various protective forces, physical facilities, and security interests; these differences require a flexible approach to the application of testing and evaluation techniques. A combination of specific types of performance testing is used to evaluate the performance of a security forces and components. There are several categories of performance tests. This program plan is based on the following Types of performance tests:

- Time Motion Studies
- Limited Scope Performance Tests LSPTs
- Alarm Response Assessments
- Shift Drills
- Small scale FOF using reduced resources
- Full Scale Force-on-Force Exercises

4.0 Implementation Factors

4.1 Reliability

If the failure of an element would reduce protection to an unacceptable level, it must be tested at frequencies that provide a high assurance of its reliability. Testing frequencies will reflect site-specific conditions and operational needs. Testing frequencies will be documented for each element or system.

4.2 Compensatory Measures

Compensatory measures provide temporary equivalent protection for interests in the event of a partial or total system failure, or if vulnerability has been identified. Compensatory measures are initiated when notification of a PSS component failure is received and when the time to implement repairs is deemed to exceed the time to implement the compensatory measure. Management will determine the appropriate time frame for repairs of and affected alarm component or system. Compensatory measures may not be terminated until management or a management designee has verified that the compensated component has been restored to full operation. Verification may be achieved through alarm testing, hands-on validation, or notification from the technician who completed the repair or otherwise restored the system to operability.

4.3 Reporting of Test Activities

4.3.1 Documentation

Program personnel are responsible for collecting test data (including periodic roll-up and analysis of data) and maintaining performance test results. Also, program personnel are responsible for maintaining records and documenting all performance tests conducted. Program personnel or other testing organizations will provide verbal notice to management of test results that indicate unacceptable performance no later than the next business day.

4.4 Maintenance

Security-related systems and components must be maintained in operable condition. A regularly scheduled testing and maintenance program must be established and documented. The maintenance and testing program enhances the continuous effectiveness and operability of related equipment. Preventative maintenance is the responsibility of each owning organization. Protection elements that have been repaired or undergone maintenance must be validated through testing before use.

4.5 Performance Test Plans

Planning guidance is provided in individual specific performance test plans.

All performance tests will be conducted according to an established plan and are modified as needed as site specific requirements dictate.

To develop performance tests and to ensure effective, safe, and efficient performance testing, program personnel use standard methods, where possible, for performance testing.

4.6 Testing Frequency

Performance testing must be conducted as stated in Table 1, *Testing Frequency*:

Table 1—Testing Frequency

Type of Performance Test	Minimum Performance Test Frequency
Time Motion Study	As required by management
LSPT	As required by management
ARAPT	One performance test per quarter for each alarmed location.
Small FOF	One performance test per year for each facility
Full Scale FOF	One performance test per year for each facility

4.7 Testing of Systems and Equipment

Testing of elements will be conducted by the personnel or designated site representatives. Testing will reflect site-specific conditions and operational needs. Tests results (i.e., reports) will be retained by the site and maintained by the program to be used for evaluating the overall site security program. However, potential vulnerabilities revealed during testing will be immediately reported to the affected program manager so that corrective measures can be taken.

Tests that are employed to protect classified material may include people, procedures, and components; an example would be to test the Protective Force response to an alarm. Conversely, a test may be limited to a single essential element of the total system, such as a specific alarm and sensor test in a room storing classified material.

4.8 Feedback-and-Improvement Review Process

The Program is designed to gather, analyze, and report data, to include periodically trending the data. As a result of the analysis, program personnel may propose improvements and provide feedback to respective entities.

When the performance test activity is complete, a debriefing will be conducted immediately by test controllers and evaluators. For larger, tactical tests, such as Full scale Force-on-Force (FOF) exercises, all exercise participants, controllers, and evaluators shall attend debriefings. During the debriefing, all participants, including controllers, and evaluators, review test activities. The purpose of the debriefing is to ensure that all relevant information regarding test activities is revealed and understood. Furthermore, the debriefing provides a forum to discuss the exercise as a whole.

When the performance test activity is smaller than a FOF exercise, such as an LSPT, or the test is conducted in an office environment, some of the above procedures may not be necessary.

5.0 Performance Test Plans

Attachment 1	Timed-Motion Study Data Collection Sheet
Attachment 2	Vehicle Inspection Limited Scope Performance Test (LSPT)
Attachment 3	Hand Held Metal Detector Limited Scope Performance Test (LSPT)
Attachment 4	Shift Drill

5.0 Change History

New Document

Developing a Test Plan

In Class Exercise

Session Objectives:

After the session the participants will be able to do the following:

1. Using the following example develop a test plan for personnel, procedures, or components.

Instructions:

1. Break into groups as instructed.
2. Develop a test plan for your site using the templates provided, OR create your own template.
Templates provided include:
 - a. **Time Motion Study**
 - b. **Limited Scope Performance Test**
3. If time allows, develop additional test plans for your site.

Example

PERFORMANCE TEST PLAN OUTLINE

This template is an example of a performance test outline of activities suggested for each section:

Test Title

Identify and list the test that is going to be conducted

Test Objective

Identify and describe the test objectives; the reason why the test is being conducted.

Test Methodology

Describe how the test will be conducted. The scenario should reflect the conditions that could occur. For example: an attempt to gain unauthorized access to a security area. In developing the scenario some amount of simulation or artificiality will be required. To maintain realism, it is best to keep simulation to a minimum necessary to accomplish the objectives.

Evaluation Criteria

Determine the pass/fail criteria. Identify the criteria used to evaluate criteria. The criteria should be capable of clearly distinguishing whether the item or person being tested passed or failed the test.

Test Controls

Identify/describe the controls which may be required to maintain the integrity of the test, while minimizing the safety and security risk, such as a safety review of all scenarios. The controls may apply to people, procedures, or equipment.

Resources

Identify the resources needed to effectively conduct the test (personnel, equipment and facilities).

Test Coordination

Identify any organization or department that must be coordinated with prior to the conduct of the test (facility personnel, safety personnel, guards or response force, supervision, etc).

Operational Impacts

Describe the impacts the test would have on the facility or security operations.

Approvals

List required approval Signatures

DEMONSTRATING & DEVELOPING A TIME MOTION STUDY (Fictions Response Force Times) PRFORMANCE TESTING PLAN

In-Class Exercise

Session Objectives:

After the session the participants will be able to do the following:

- Develop and conduct a general Time Motion Study (TMS) for Response Force Times (RFT).
- Review the practical TMS for RFT in the classroom.
- Conduct the practical TMS in an outside environment at the test facility.

Exercises:

- Develop and conduct a general TMS for RFT's.
- Review and conduct the practical TMS for the outside environment application at the test facility.

Group Discussion:

An appointed representative from the subgroup will present their scoping briefing to the large group for input and discussion.

Developing a Response Path and Conducting a TMS.

The goal to this exercise is for you to understand how to collect timing data for a response path as part of a Time Motion Study (TMS). If a response plan requires a responder to arrive at a certain location within a certain time, TMS data will be needed to determine if that time requirement can be realistically achieved.

In this exercise, you will first create a path in your classroom that will represent the steps in a response force path. For example, the path may include:

- Taking off your shoes,
- Walking around the table two times,
- Putting your shoes back on,
- Put on all required equipment,
- Respond to a designated location designated by the instructor.

The steps represent actual obstacles a responder must overcome along that response path.

Next, we wish to collect the total time required to complete all of the steps in the path; we will refer to this total time as the Total (response) Time. Have three different team members run the response path while the remaining team members collect the data in the table below. Use a stop watch and input the necessary data points along each response path in the table below. Note that we refer to these as three time- motion study “runs”. Record times to nearest seconds.

Iteration & Name of Responder	Start Location	Start Time	Completion Time	Total Time	Note any Delays/Comments
1 st					
2 nd					
3 rd					

Suggested Example

TIME-MOTION STUDY

Planning & Data Collection

This template is an example of a competed performance test plan for Instructors to help participants complete suggested sections:

Test Objective

This Time-Motion Study will determine the required response time to various response locations inside/outside of (LIST AREA TESTED).

Scenario Description

The responder(s) will be timed from the most distant point/area of their assigned post or patrol to their response location. Also, included in the overall time is, the time it takes to don all required equipment and firearms (if applicable), and use entry gates, doors and fences. The description for the Time Motion Study may be deploying from a vehicle, locking gates, or carrying equipment through predestined positions and moving to a specified location within an area.

Test Methodology

Time-motion conditions of the test: (Brief the Responders on the following)

The start and finish locations (show them the location(s) if needed before starting)

- The responder will be in a regular duty configuration.
- Instruct the responders to proceed to the starting location and on your mark
- **Start Time**; use the shortest route possible to the response location.

Evaluation Criteria

The overall time is, the time it takes to don all required equipment and firearms (if applicable), and use entry gates, doors and fences. The description for the Time Motion Study may be deploying from a vehicle, locking gates, or carrying equipment through predestined positions and moving to a specified location within an area.

Test Controls

Safety conditions and instructions: (Brief the Responders on the following)

- If in a Vehicle, drive safely, obey all speed limits and use extreme caution in congested areas.
- **Adjust speed** according to weather, visibility, and vehicle and pedestrian traffic conditions.
- If **responding on foot** to response locations, be alert for **tripping hazards**.
- Ensure radio communication with CAS/Controller in case of safety or security incidents.
- Advise the CAS/Controller prior to initiation and termination of time-motion study “runs”. In the event of a safety or security incident the time-motion study will be halted immediately.

Resources

One controller with the individual being tested
Testing equipment

Test Coordination

This Time-Motion Study will be conducted during operational and non-operational hours. Prior to the execution of the This Time-Motion Study, inform supervisor of test location(s).

Operational Impacts

Ensure when conducting the This Time-Motion Study it will not affect facility activities

Approvals

Controllers Name _____

Time/Date: _____

Recorded Times for Internal/External Response to:

Iteration & Name of Responder	Start Location	Start Time	Completion Time	Total Time	Note any Delays/Comments
1 st					
2 nd					
3 rd					

Suggested Example Conduct of Operations For Conduction a Time Motion Study

Sample Required Equipment

1. Safety Vests
2. Radios
3. Map of area
4. Tactical gear, Bags with correct weights (equipment)
5. Stop Watches
6. Vehicle(s)
7. Data Collection Sheets for Time Motion Studies (TMS)

Sample Timeline

1230 hours

- Meet at conference room (provide location and room)
- TMS Data Collection Brief
- Safety Briefing
- Assignments (controllers, responders)

1245 hours

- Head to starting points

1300 hours

- Ensure all controllers are in place
- Conduct radio check

1445 hours

- TMS , 2nd iteration

1530 hours

- TMS, 3rd iteration

1630 hours

- Debrief

Suggested Example

Limited Scope Performance Test Plan (LSPT)

HAND HELD METAL DETECTOR

This template is an example of a competed performance test plan for Instructors to help participants complete suggested sections:

Test Objective

This Limited Scope Performance Test (LSPT) will test an Individual at areas where contraband inspections are currently required and the use of the Hand Held Metal Detector is required.

Scenario Description

The Individual will demonstrate the ability to detect contraband with the hand-held metal detector. The Individual will demonstrate the proper actions required upon discovery of contraband.

Test Methodology

This Limited Scope Performance Test will be a performance based test, using a Hand Held Metal Detector.

- **Knowledge.** The Individual must demonstrate knowledge of the proper actions required upon the discovery of contraband and/or weapons during the conduct of a hand-held metal inspection.
- **Performance.** The Individual will demonstrate the proper technique and follow-up actions required for conducting a search using the hand-held metal detector on an individual for contraband. Individual performance evaluation will be identified through the use of evaluators.
- **Equipment.** An authorized individual (Controller) will attempt to enter an area with an inert replica of a contraband.

Evaluation Criteria

Pass Criteria: The individual must correctly demonstrate how to inspect personnel for contraband with the hand-held metal detector.

Fail Criteria: The individual does not correctly perform Hand Held Metal search for contraband and contraband is **NOT** discovered.

Test Controls

Pre LSPT instructions to the person administering this LSPT:

- Advise personnel that this is a Limited Scope Performance test.
- Role players (if used) will be briefed.

Resources

One controller with the individual being tested
Testing equipment

Test Coordination

This test will be conducted during operational and non-operational hours. Prior to the execution of the LSPT, inform supervisor of test location(s).

Operational Impacts

Ensure when conducting the LSPT it will not affect facility activities

- Facility: None
- Operations: None

Approvals

Supervisor

Manager

Example 1

Suggested

Blank Hand Held Metal Search Checklist Template

PASS/FAIL CRITERIA

USE THIS SECTION TO LIST THE TASKS AND PASS FAIL CRITERIA THE INDIVIDUAL MUST PERFORM FOR THE LSPT.

PERFORMANCE CRITERIA:

YES NO

Operability Test		
Did guard turn-on the detector and conduct operability test?		
Removal of Metal		
Did guard inform personnel to remove all metal from their person? <ul style="list-style-type: none"> • Pockets • Jackets • Hats 		
Metal Contraband Inspection using Hand-Held Metal Detector		
Did guard instruct person to stand with feet apart at shoulder width and arms extended out to each side?		
Holding the detector in the weak hand, begin the search of the individual. The detector should be held two to four inches from the individual.		
Did guard first perform an inverted “U” type scan on the front side of person: <ul style="list-style-type: none"> • Start at either of the person's feet • Scan up same side of the body including arm and sides of neck to the top of the head • Search other side and scan the body in same manner scanning down other foot 		
Did guard instruct person to turn around and repeat the same inverted “U” type scanning of the back surface of the individual?		
Did guard perform an “Outline Scan” (sides of body and inseams of legs) with the individual facing away from guard?		
Did guard instruct person to place one foot on a non-metallic box and scan the top and bottom of foot?		
Did guard use his non-weapon hand?		
Finding Prohibited Article(s) or Contraband		
If explosive device is found, what is the distance for safe radio use?		
If a firearm is found, what actions should the guard take?		

Date:	Time:	Location:
Name:		Post:
Evaluator’s Name:		

Suggested Example

Limited Scope Performance Test Plan (LSPT)

VEHICLE SEARCH

This template is an example of a competed performance test plan for Instructors to help participants complete suggested sections:

Test Objective

Perform a systematic exterior and interior vehicle inspection, to determine the individuals understanding of search procedures to search for contraband and what notifications are appropriate.

Scenario Description

This Limited Scope Performance Test will be performed during operational and non-operational hours. One or items of contraband will be placed in a vehicle to be searched. The inspection team or controller/evaluator will observe the actions of the individual conducting the search, to determine if correct search methods are followed, the contraband item(s) are discovered and what actions are taken by the individual. This Limited Scope Performance Test will be stopped for safety reasons or upon discovery of the contraband item(s).

Test Methodology

This Limited Scope Performance Test will be a performance based test, performing a systematic exterior and interior vehicle inspection.

Evaluation Criteria

Pass Criteria: The individual must correctly perform a systematic exterior/interior vehicle inspection and contraband is discovered. The guard makes appropriate notifications.

Fail Criteria: The individual does not correctly perform a systematic exterior/interior vehicle inspection and contraband is **NOT** discovered. The guard does not make appropriate notifications.

Test Controls

Pre LSPT Safety instructions to the person administering this LSPT:

- Advise personnel that this is a Limited Scope Performance test.
- Role players (if used) will be briefed.
- The LSPT will be halted for **safety** or **security** incidents.

Resources

One controller with the individual being tested
Testing equipment

Test Coordination

This test will be conducted during operational and non-operational hours. Prior to the execution of the LSPT, inform supervisor of test location(s).

Operational Impacts

Ensure when conducting the LSPT it will not affect facility activities

- Facility: None
- Operations: None

Approvals

Supervisor

Manager

Example 1

Suggested

Blank Vehicle Search Checklist Template

PASS/FAIL CRITERIA

USE THIS SECTION TO LIST THE TASKS AND PASS FAIL CRITERIA THE INDIVIDUAL MUST PERFORM FOR THE LSPT.

PASS FAIL

Contraband Vehicle Inspections		
Vehicle Interior Inspection		
Vehicle Exterior Inspection		

Finding Contraband		

Brief Narrative:

Date:	Time:	Location:
Name:		Post:
Evaluator's Name:		

Example 2

Suggested

Completed Vehicle Search Checklist Template

PASS/FAIL CRITERIA

USE THIS SECTION TO LIST THE TASKS AND PASS FAIL CRITERIA THE INDIVIDUAL MUST PERFORM FOR THE LSPT.

		PASS	FAIL
Contraband Vehicle Inspections			
Did the individual direct the driver to prepare the vehicle for search?			
Vehicle Interior Inspection			
Did the individual perform a systematic inspection of the vehicle interior?			
<ul style="list-style-type: none"> a. Seats – behind, under, and between b. Floor mats – under c. Glove compartments d. Door side pockets e. Map/CD cases f. Console compartments g. Ashtrays h. Visors – behind i. Sleeping compartment (as applicable) j. Cargo areas <ul style="list-style-type: none"> 1. Trunks 2. Truck bed 3. Cargo compartments 4. Tarps – under 5. Coverings 6. Spare tires – under and around k. Personal hand-carried items <ul style="list-style-type: none"> 1. Purses 2. Briefcases 3. Boxes 4. Lunch boxes 5. Cargo area 			
Vehicle Exterior Inspection			
Did the individual perform a systematic inspection of the exterior and undercarriage to include the rooftop?			
Did the Individual inspect the engine compartment? <ul style="list-style-type: none"> • Underside of hood • Front of radiator • Sides of engine compartment • Behind the engine (where possible) • Engine 			
Did the individual inspect the vehicle exterior? <ul style="list-style-type: none"> • Fender wells 			

<ul style="list-style-type: none"> • Behind tires and wheels • Bumpers (front & rear) • Running boards • Undercarriage • Gas filler area (open for inspection) • All side compartments • All tool boxes 		
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Finding Contraband		
If a prohibited article is an explosive or incendiary device, what is the distance required to safely use your radio?		
If the prohibited article is an explosive or incendiary device how do you notify your supervisor?		
If a firearm is found, what actions should you take?		
Did the individual call for a supervisor?		
Did the security officer detain the individual?		

Brief Narrative:

Date:	Time:	Location:
Name:		
Evaluator's Name:		