Tier 1 Storage Facility

Date of Assessment
Name of Assessor(s)
Name of Storeroom
Storeroom Manager Present

Tier 1: A centralised store where the highest level of security is observed and where the expectation is that wildlife products will be stored for the long term. There is no upper limit to the time wildlife products should remain in this store and the volume of wildlife products being stored (the limit will be determined by the space available). Once a Tier 1 store reaches 95% capacity, a decision must be made on where to store new wildlife products and/or dispose of old wildlife products.

Section and Item	Description	Assessment Y = Yes N = No P = Partial	Comment	Score N = 0 P = 5 Y = 10	Section Total
LOCATION					**0**
1.1	Is the storeroom in a separate standalone building?				
1.2	Is the storeroom located in a building that is not normally accessed by the general public?				
1.3	Is the presence of members of the public strictly monitored and regulated?				
PERIMETER SECURITY BARRIER					**0**
2.1	Is the storeroom, or the building it is in, surrounded by a perimeter fence or wall?				
2.2	Does the perimeter fence provide a visual barrier for outsiders?				
2.3	Is the perimeter fence free from vegetation or other obstacles?				
2.4	Is the perimeter fence or wall physically sound with no gaps?				
2.5	Are there any extra measures in place for any potential risks identified?	Comment only			
2.6	Is the perimeter around the storeroom lit in hours of darkness?				
2.7	Are all perimeter lights mounted inside the perimeter barrier?				
GOLD STANDARD (GS): PERIMETER SECURITY BARRIER					**0**
2.8	Is there a 3 meter stand-off around the building/compound perimeter enabling clear sight of the perimeter barrier?				
PERIMETER SECURITY GATES & VEHICLE ACCESS					**0**
3.1	Are there vehicle barriers and pedestrian gates to access the building the storeroom is in?				
3.2	Are the gates of the same height as the rest of the perimeter fence or wall?				
3.3	Are the gates manned during the working day and locked at night?				

Section and Item	Description	Assessment Y = Yes N = No P = Partial	Comment	Score N = 0 P = 5 Y = 10	Section Total
GOLD STANDARD (GS): PERIMETER SECURITY GATES & VEHICLE ACCESS					**0**
3.4	Are the vehicle and pedestrian gates single leaf or double leaf with a central fixing point?				
3.5	Are the gates securely fixed so they cannot be lifted off (hinges sealed etc)?				
GUARDING					**0**
4.1	Do guards conduct foot patrols of the perimeter?				
4.2	Are the time of patrols varied?				
4.3	Do the guards keep a log of patrols and report any issues (lights not working etc)?				
4.4	Is the storeroom entry log maintained?				
4.5	Is there a temporary visitors access system in place (badges/approval)?				
4.6	Is a storeroom Authorised Persons log maintained and available?				
4.7	Are bags and other equipment searched before being allowed in and out of the storeroom?				
4.8	Does the storeroom manager conduct pat downs of all people entering and leaving the storeroom?				
PHYSICAL INFRASTRUCTURE					**0**
5.1	Are the storeroom walls and roof constructed of solid material (i.e concrete, brick, metal, tile)? Remember to check the ceiling too.				
5.2	Other than windows and doors, are all other openings into the storeroom less than 245 square cm and fitted with security grills?				
5.3	Does the Storeroom have 2 separate rooms (one for permanent inventory and the other for goods in transit)?				
5.4	Is there only one door to enter the storeroom?				
5.5	Is there one door and frame constructed of steel or steel lined and securely fitted into the building fabric?				
5.6	Is the door solid without any glass or eye holes which allows viewing into the storeroom?				
5.7	Are there any windows into the storeroom?				
5.8	Are any windows covered with opaque material and window bars installed?				

Section and Item	Description	Assessment Y = Yes N = No P = Partial	Comment	Score N = 0 P = 5 Y = 10	Section Total
5.9	Is the storeroom weather-proof (i.e. no water leaks, no risk of flooding)?				
ALARMS					**0**
6.1	Is there an alarm installed?				
6.2	What type of alarm is fitted (door, infrared, windows)?	Comment only			
6.3	Was the alarm set before the assessment started ?				
6.4	How many people have the code for the alarm?	Comment only			
6.5	Is there a unique alarm code for each person with access?				
6.6	Is there a supplier maintenance log for the alarm to show it's been checked as operational?				
6.7	Is there an internal check log that the alarm is checked on a weekly basis?				
6.8	Is there a written procedure for what happens if the alarm is activated?				
GOLD STANDARDS (GS): ALARMS					**0**
6.9	Is there a passive Infra Red alarm system in place?				
CCTV					**0**
7.1	Is there CCTV installed?				
7.2	Is the CCTV system installed and maintained by reputable supplier (check maintenance log)?				
7.3	Do the cameras cover the door and record images of all those entering and leaving?				
7.4	Are the CCTV images available 24/7 when required?				
7.5	Are the CCTV images kept for a minimum of 1 month?				
7.6	Is the CCTV system checked on a daily basis and are images correctly recorded (including time stamp), through a check log?				
7.7	Is there a faults log for the CCTV system?				
GOLD STANDARDS (GS): CCTV					**0**
7.8	Are corridors leading to the storeroom and external walls of the storeroom monitored by CCTV?				
7.8	Do the cameras inside the storeroom cover all locations?				
DOOR LOCKS					**0**

Section and Item	Description	Assessment Y = Yes N = No P = Partial	Comment	Score N = 0 P = 5 Y = 10	Section Total
8.1	Is there a minimum of 2 locks being used to the door into the storeroom, with at least 1 being a padlock?				
8.2	Do the padlocks used meet standards and are straight or closed shackle design?				
8.3	Is there at least 1 heavy duty steel hasp and staple in use?				
8.4	Are any padlocks exposed to the outside weather proof?				
8.5	Do the locks that are integral to the door have a minimum of 3 locking points?				
GOLD STANDARDS (GS): DOOR LOCKS					**0**
8.6	Is there a minimum of 3 locks being used - at least 2 being padlocks?				
8.7	Are the padlocks concealed in solid metal lock boxes?				
8.8	Is there a biometric lock in use?				
8.9	Is electronic access control in place?				
8.10	Is electronic access control regularly audited?				
ELECTRICITY & LIGHTING					**0**
9.1	Does the storeroom have a consistent power supply or generator?				
9.2	Is the inside of the storeroom adequately lit?				
9.3	Are all light controls easily accessed by guards?				
9.4	Are all lights in working order at the time of the assessment?				
HEALTH, SAFETY & FIRE					**0**
10.1	Is there a fire extinguisher available and suitable for the surroundings?				
10.2	Is there Personal Protective Equipment (PPE) available at the storeroom (i.e gloves, mask, overalls, boots)?				
10.3	Are emergency exit and other signs appropriately installed?				
MANAGEMENT & DOCUMENTATION					**0**
11.1	Is the storeroom clean, tidy and orderly?				
11.2	Are all items stored off the ground - in shelves, racks or other storage units?				

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11.3	Are permanent inventory (divided into natural vs seized ivory) and open cases/ evidence stored separately ?				
11.4	Is equipment for weighing and measuring ivory and other items available and operational?				
11.5	Is the ivory and rhino horn being correctly marked to CITES standards?				
11.6	Is the record of ivory and other wildlife items held in the storeroom available, up to date and accurate?				
11.7	Is there a named Storeroom Supervisor?				
11.8	Are there named Storeroom Managers?				
11.9	Is a Master Key List maintained and kept secure?				
11.10	Is the Master Key List reviewed on a monthly basis?				
11.11	Is the Storeroom Supervisor conducting random inspections of the storeroom and is a log being kept (including organisation, health and safety)?				
11.12	Does the Storeroom have written emergency procedures including escalation process, security incident log and whistleblowing process?				
11.13	Is there a record of an annual stockpile audit?				
11.14	Is there a record of a spot check audit of the stockpile every 6 months?				
MOVEMENT OF IVORY					0
12.1	Are Journey Management Plans (JMP) being used?				
12.2	Does the Journey Management Plan meet the principles outlined in SOP 5.2?				
12.3	Are Journey Management Plans being properly signed off?				
12.4	Are Transfer forms being used?				
12.5	Does the Transfer form meet the principles outlined in SOP 5.3?				
12.6	Are alert procedures in place for movement of high value goods?				
12.7	Are Transfer records accurate and up to date?				
12.8	Are completed movements properly signed off and documentation filed?				
				TOTAL	**0**