



**BRE Global Limited**

**LPCB Scheme Document**

**SD 0229: Issue 1.1**

**July 2017**

**SABRE - Security Assessment and Certification for  
Buildings & Built Infrastructure Assets**

Commercial-in-Confidence

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## Introduction

This scheme provides facility owners, occupiers and interested parties with an independently assessed security risk management rating for a facility (SABRE Assurance Rating).

The scheme offers the following benefits:

- Recognition of good practice
- A credible security label for buildings & infrastructure
- Better informed security investment decisions
- Improved value for money

In addition, there are indirect benefits of the scheme which are associated with the data generated by the security assessment process. Once anonymised, data can be used to target intelligence and security advice to owners and operators of facilities with the highest risks, as well as providing a means of establishing priorities and supporting the security and risk management related activities of law enforcement bodies, security agencies, regulators and the insurance industry.

BRE Global will operate an information security risk management system along with appropriate and proportionate security controls in recognition of the sensitivity of the data and information associated with the scheme.

## Changes to this SABRE Scheme Document

This scheme document is subject to revision and can be re-issued from time to time by BRE Global Limited. A schedule of the publication date for each issue of this document is provided below.

A detailed list of all additions and deletions made to each issue is available upon request to BRE Global Limited. Please email [enquiries@bre.co.uk](mailto:enquiries@bre.co.uk).

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**Table 1** Scheme Document Revision Register

Scheme Document	Issue Number	Date of Issue
SD0229	1.0 (First Issue)	March 2017
SD0229	1.1 (This Issue)	July 2017

### Ensuring Quality and Consistency

This Scheme and LPS2082 are developed and maintained by BRE Global Limited with direction from the BRE Global Governing Board. BRE Global Limited maintains an open and accountable governance structure with the operation of SABRE overseen by an independent Governing Body and a Standing Panel for Peer & Market Review.

The Governing Body represents stakeholder interests to ensure, amongst other things, that we at BRE Global Limited are acting independently and impartially, operating our processes correctly, and treating our customers fairly.

The Standing Panel provides BRE Global Limited with access to a range of experts that can review BRE Global Limited's standards and schemes to ensure their robustness from a scientific, technical and market perspective as well as ensuring the development of the standards and schemes is open to greater external and independent scrutiny.

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## How to use this scheme document

This SABRE Scheme Document is a technical document which has been created:

- a. To enable SABRE Registered Assessors to complete SABRE assessments;
- b. To enable BRE Global Ltd to complete quality assurance reviews of a SABRE Registered Assessor's assessment report;
- c. As a reference for applicants whose built assets are being SABRE assessed and for interested parties.

The scheme document is split into thirteen parts:

- 1) Scope
- 2) Applications to join the scheme
- 3) Scoring and SABRE Ratings
- 4) SABRE Evidence Requirements
- 5) Assessment criteria
- 6) Facility Security Performance Assessment (optional)
- 7) Certification
- 8) Certification Schedule
- 9) Surveillance Audit Schedule
- 10) Marking
- 11) Complaints & Appeals
- 12) Publications referred to
- 13) Appendices



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## 1) Scope

This section describes the types of facility that can be assessed and the stages of assessment for the SABRE scheme. The Scope section can be used by applicants and SABRE Registered Assessors to check whether the scheme is appropriate for their facility.

## 2) Applications

This section describes how applicants apply to the scheme and engage with BRE Global and SABRE Registered Assessors.

## 3) Scoring and SABRE Rating

This section illustrates how a facility's assurance rating is determined. It outlines the SABRE Rating level benchmarks, minimum SABRE standards that must be achieved to obtain a certification and the weightings applied to each section for this pilot scheme. It also includes a description of the SABRE assessment issues and 'credits', including SABRE 'Innovation credits', and how performance against these is calculated and expressed as a SABRE rating.

Please note that, for the purpose of formal assessment and certification, the facility's SABRE rating must be determined by the SABRE Registered Assessor using the relevant SABRE reporting and calculation tools.

## 4) Evidence Requirements

This section provides guidance to applicants and SABRE Registered Assessors on the various types and forms of evidence required by the SABRE Registered Assessor to demonstrate compliance with the technical criteria that are used to determine the SABRE Rating. This includes a description of why SABRE requires an auditable trail of evidence, a table of general types of information produced by a facility, and therefore typically required and used as evidence of compliance. Guidance is also provided on the differing forms of evidence that can be used and at what stages of the assessment they are appropriate.

## 5) Technical Assessment Criteria

This section includes the 70 assessment issues, categorised into 9 sections. Each issue defines assessment criteria against which the assessed facility demonstrates compliance (using appropriate project information, i.e. evidence) in order to achieve a corresponding number of available SABRE credits. As the level of compliance with the assessment criteria increases, so does the facility score and ultimately the SABRE Rating.

Although a SABRE Rating is awarded on the basis of the overall SABRE credits achieved, there are several SABRE issues that are deemed so fundamental to facility security, that these credits must be mandatory i.e. a minimum standard. This means that to achieve a particular SABRE Rating, specific credits or criteria must be achieved. These are clearly highlighted in each assessment issue. Each SABRE issue is structured as follows:

- i. **Issue information:** This contains the assessment issue reference, title, number of credits available and whether the issue forms part of SABRE's minimum standards.
- ii. **Aim:** This outlines the broad objective of the issue and the impact it measures or mitigates.

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- iii. **Assessment criteria:** This outlines the performance criteria deemed appropriate for the award, as determined by the SABRE Registered Assessor, of the relevant credit/s.
- iv. **Tools, Checklists and Tables:** This section contains any approved tools, checklists and tables referenced in the assessment criteria section.
- v. **Compliance notes:** These notes provide additional guidance that supports the application and interpretation of the main assessment criteria, including how to assess compliance in a particular type of facility or situation.
- vi. **Methodology:** This section includes a description of any methodology used to determine the number of SABRE credits achieved for a given level of performance. It includes, for example, calculation procedures or guidance on how non-SABRE schemes, standards or qualifications referenced in the assessment criteria relate to those criteria.
- vii. **Evidence:** This section describes the type(s) of information that must be provided by the applicant and given to the SABRE Registered Assessor to enable verification of the facilities performance against the assessment criteria and so justify the award of the relevant number of SABRE credits. The SABRE evidential requirements section provides further guidance on evidential requirements.
- viii. **Additional information:** This section contains any further information relevant to the application of the assessment criteria, including any definition of terms used in the assessment issue or sources of additional information that may be of use in addressing the issue.

#### 6) Security Performance Assessment (optional)

This section contains information related to an optional Security Performance Assessment which is led by BRE Global Ltd and involves an assessment of facility security risks.

#### 7) Certification

This section discusses the award, purpose and validity of SABRE certificates issued upon successful completion of a SABRE assessment in accordance with this Scheme Document.

#### 8) Certification Schedule

The section discusses the content and application of the SABRE certification schedule which supports the SABRE Certificate.

#### 9) Surveillance Audit Schedule

This section outlines the requirements for periodic SABRE reassessment in order to maintain SABRE Certification for existing scheme members.

#### 10) Marking

This section discusses the rules relating to the use of the LPCB certification mark.

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### 11) **Complaints & Appeals**

This section outlines the process for applicant and existing member complaints and appeals.

### 12) **Publications referred to**

The section provides a summary of all publications e.g. standards, guidance; referenced throughout the Scheme Document.

### 13) **Appendices**

This section is used to provide supplementary information in support of sections throughout the Scheme Document as necessary.

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## Scope

### General

This scheme comprises an independent, third party assessment and certification of buildings and built infrastructure assets to LPS2082 'SABRE Security Assessment Standard for Buildings & Built Infrastructure Assets'.

LPS2082 describes technical requirements for rating the efficacy of facility security risk management and defines five ratings:

- Outstanding.
- Excellent.
- Very Good.
- Good.
- Acceptable.

The higher the SABRE rating achieved, the greater the confidence in facility management's security capabilities, including their ability to identify security risks, establish plans to manage those risks and implement and maintain those plans.

Some scheme applicants aspire to an Outstanding Rating but not all applicants will need to based on the type of facility, their location, stakeholder requirements and risk appetite. Data from the scheme will help applicants benchmark their performance against that of facilities in general and with facilities within their region or sector.

Facilities that do not evidence performance that is compliant with the SABRE technical requirements will not be given a rating or certification. The technical requirements of the Standard extend to all stages of the life cycle of built assets and it is possible to assess both new and existing (In-Use) buildings & built infrastructure assets using this scheme. The Technical Issues are highlighted in Figure 1.

At the discretion of the applicant, additional assurance can be obtained through an optional Security Performance Assessment conducted by BRE Global Ltd. This assesses the effectiveness of the facility security system and involves the development of facility specific security threat scenarios to test the controls in place at the time of assessment. These threat scenarios are based on built asset category-specific credible threats.

For security reasons, the security risks established as part of the optional Security Performance Assessment are confidential to the SABRE scheme member and are not listed on the SABRE certificate.

In order to ensure the LPCB approval mark is, and continues to be, a mark of excellence in loss prevention, facilities will be subject to surveillance audits at a frequency determined appropriate by LPCB, in order to maintain their SABRE rating and LPCB certification.

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## Facility Sector / Categories

The Technical Requirements of LPS2082 can be used to assess and certify all types of built assets (buildings and infrastructure). However, in order for participants of the SABRE scheme to be able to compare their performance against meaningful benchmarks, it is necessary to establish categories of built assets within the scheme.

Built assets that are not captured within any one of the categories listed in Table 2 below may still apply for a bespoke SABRE assessment rating and certification.

The categories listed in Table 2 are for project classification purposes only and do not affect the assessment process in any way.

## Mixed Use Developments

Developments which consist of a number of separate buildings of different functions or a building containing a number of different functions e.g. office and retail; will typically require assessment and certification for each individual building or function. This is necessary as different uses will attract different criteria and benchmarks. Further guidance on this issue and its impact on SABRE certification is provided later in the scheme document.

## Spatial Scope

The scope of facility security certification is limited to an applicant's legal ownership and control of the facility. In applications to join the scheme, it is necessary to clearly define the area for which a SABRE rating and certification is sought, and be accompanied by evidence of ownership and control e.g. land deed or tenancy agreement.

Security measures that benefit the facility under assessment but fall outside the certification spatial scope may form part of the security assessment, but it will be necessary to evidence the right of the applicant to enjoy the benefits arising from the said measures, at least until the next scheduled scheme surveillance audit.

Where the applicant is the legal owner, it will be necessary to evidence the legal owner's written consent to proceed with SABRE assessment and certification.

## Multi-tenanted Facilities

In the case of multi-tenant facilities, SABRE certification covers all common areas and occupied parts of the premises where the owner and occupiers cooperate with the SABRE assessment and certification process.

Where a facility has common areas that are controlled by a landlord or any party other than an occupier of the facility, a SABRE rating and certification cannot be obtained without the cooperation of the party having control of the common areas. This is usually a management company acting on behalf of the owner/landlord.

It is often possible to obtain certification for facility common areas and only a portion of the facility tenanted space, subject to a case-by-case assessment at the time of application to the scheme.

The SABRE certification schedule, which should be read in conjunction with the SABRE certificate, will highlight all areas of a certificated facility that are within the scope of the SABRE certificate.

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### **‘Speculative Build’ Projects (New Facility Assessment)**

In the case of speculative build projects e.g. commercial office/retail; the ultimate tenants of the facility are unknown at the SABRE interim assessment stages:

- Design
- Shell & Core

This does not prevent interim certification at these stages, provided that:

- any specific Compliance Notes relating to Speculative Build Projects (presented in each assessment issue) are satisfied;
- the facility achieves all applicable minimum standards; and
- the facility scores sufficiently overall to achieve a SABRE Rating.

It is important to note that if a facility security strategy includes controls that will not be installed as part of the shell & core (base build) i.e. are within the tenant’s domain and subject to fit out; to be awarded a shell & core SABRE rating and certificate, the project handover strategy and handover information prepared as part of the shell and core contract must document all assumptions, performance and design specifications necessary for the tenant to achieve a full assessment rating following fit out. At the time of full assessment (post-fit-out), the SABRE Registered Assessor will audit whether the fit-out has met these requirements or if any alternative proposals prepared as part of facility fit-out are consistent with the overall facility strategy and appropriate given the additional information available at the full assessment stage.

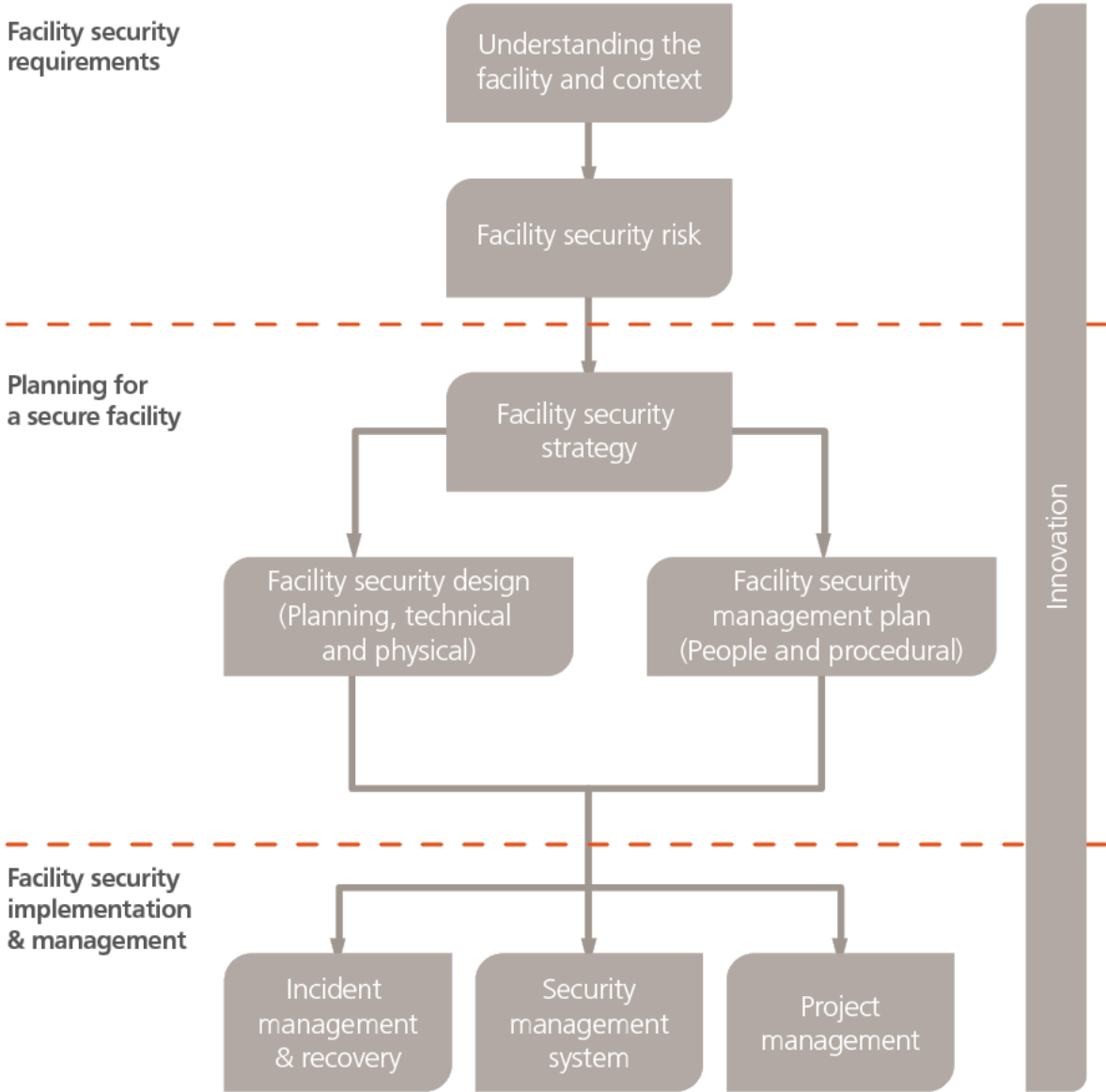
### **Supporting Documents**

This scheme document should be read in conjunction with the following documents:

- LPS2082 - SABRE Security Assessment Standard for Buildings & Infrastructure
- PN100 - Compliance Procedure
- PN101 - Terms and Conditions for listing and certification
- PN103 - Rules and guidance for the use of the LPCB certification marks
- PN715 – SABRE Operations Handbook

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**Figure 1** SABRE Technical Assessment Structure



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**Table 2** Built Asset (Building & Infrastructure) Categories

<b>Sector</b>	<b>Sub Sector</b>	<b>Built Asset Type (Examples)</b>
<b>Commercial</b>	<b>Office</b>	1) General Office (Grade A-C)
	<b>Laboratories</b>	1) Laboratories of all grades and associated office accommodation
	<b>Industrial</b>	1) Warehousing, storage (incl. self storage) and distribution 2) Processing, manufacturing, servicing and maintenance 3) Exploration and extraction
	<b>Retail</b>	1) Shop units 2) Retail park/complex, shopping malls 3) Restaurants, cafes, takeaways and drinking establishments 4) Showrooms 5) 'Over the counter' service providers e.g. high street banks, estate agents, betting offices 6) Service stations
<b>Public (non-residential)</b>	<b>Education</b>	1) Creche and pre-schools, 2) Schools (Primary & Secondary) 3) Colleges and higher education NB: Excludes facilities with residential provision
	<b>Healthcare</b>	1) Hospitals 2) Surgeries, health centres, clinics
	<b>Assembly and Leisure</b>	1) Cinema / theatre 2) Concert hall, music venue 3) Exhibition / conference centre 4) Sports complex, fitness and recreation centres 5) Open air venues



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Sector	Sub Sector	Built Asset Type (Examples)
	<b><i>Institutions</i></b>	1) Art galleries, museums and archives 2) Libraries 3) Day centres, civic and community centres 4) Places of worship
<b>Utilities &amp; Infrastructure</b>	<b><i>Information Communications</i></b>	1) Data centres
	<b><i>Energy</i></b>	1) Storage & Distribution 2) Generation 3) Control Infrastructure
	<b><i>Water</i></b>	1) Storage & Distribution 2) Extraction / Production 3) Control Infrastructure
<b>Transport</b>	<b><i>Aviation</i></b>	1) Airports / airfields 2) Information and Communications Infrastructure
	<b><i>Maritime</i></b>	1) Ports and harbours 2) Information and Communications Infrastructure
	<b><i>Surface Transport</i></b>	1) Stations 2) Service Stations 'Services' 3) Civil Structures 4) Information and Communications Infrastructure
<b>Multi-residential accommodation</b>	<b><i>Residential Institutions (Long Term)</i></b>	1) Care Homes 2) Sheltered Accommodation 3) Residential Education Facilities 4) Military Barracks
	<b><i>Residential Institutions (Short Term)</i></b>	1) Hotels & Resorts 2) Residential training centres

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## Applications to join the Scheme

### General

Applications to register a facility under the SABRE scheme must be made by a party authorised by the facility Responsible Person(s) using form BF1707. In the majority of cases, the Responsible Person(s) will be the owner(s) and/or occupier(s) of the facility.

However, it is recommended this application form is completed and submitted by a SABRE Registered Assessor who will be trained on the SABRE application process. The directory of SABRE Registered Assessors is found at [www.redbooklive.com](http://www.redbooklive.com).

### In-Use Facilities (Existing Buildings & Built Infrastructure Assets)

The assessment process for In-Use facilities is divided into three stages.

- 1) Stage 1 consists of an optional pre-assessment, which will provide:
  - The applicant with a gap analysis against the scheme technical requirements, in order that the applicant can determine whether the facility is ready to undertake the full assessment or whether the applicant wishes to undertake improvements prior to the Stage 2 full assessment.
  - The SABRE Registered Assessor with an opportunity to become familiar with the facility to be assessed.

The Stage 1 assessment is designed to be initiated following registration. At this stage, facilities will be allocated a Unique Reference Number (URN) which shall be used in all future correspondence.

Following completion of Stage 1, the applicant will need to confirm to the SABRE Registered Assessor that they wish to proceed to a full SABRE assessment and certification for the facility.

- 2) Stage 2 consists of the assessment of evidence submitted against the technical requirements of the SABRE credits targeted and will include at least one visit to the facility in order to verify the implementation of facility security controls.
- 3) Stage 3 consists of the certification decision-making activities necessary to facilitate the issue of a SABRE certificate and Red Book Listing.

Figure 2 outlines the stages of SABRE Registered Assessor engagement, facility assessment and certification activity for a typical project.

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## New Facilities

The assessment process for New facilities is divided into three stages.

- 1) Stage 1 consists of an optional pre-assessment, which will provide the applicant with a gap analysis against the scheme technical requirements, in order that the applicant can determine whether the facility is ready to undertake the full assessment or whether the applicant wishes to undertake improvements prior to the Stage 2 full assessment.
- 2) Stage 2 consists of the assessment of evidence submitted against the technical requirements of the SABRE credits targeted and (with the exception of Design Interim assessments) will include at least one visit to the facility in order to verify the implementation of facility security controls.
- 3) Stage 3 consists of the certification decision-making activities necessary to facilitate the issue of a SABRE certificate.

BRE Global Ltd encourage scheme applicants to engage a SABRE Registered Assessor as early as possible in the new build procurement process. This allows the applicant to set a 'target' SABRE rating, understand the criteria against which their facility is being assessed, agree roles and responsibilities related to project security and obtain an interim SABRE Rating (Design) prior to commencing construction. In addition, for speculative build projects subject to tenant fit out, it is possible to obtain a SABRE Shell & Core Rating.

Applications to the New Facility scheme may be made following commencement of construction works, although there will be fewer opportunities for the applicant to make amendments to their project in order to improve their SABRE rating.

An interim SABRE Rating (Design) awarded prior to facility construction will be subject to confirmation upon completion of construction and could still be upgraded or downgraded in the event of changes introduced during construction or as a result of a failure to provide evidence in accordance with the scheme requirements. Similarly, the final SABRE Rating (full certification) may be different from a shell and core rating for the same reasons.

Successful applicants will be awarded their final SABRE Rating (Full Certification) following project handover and the certification will remain valid in accordance with the scheme requirements.

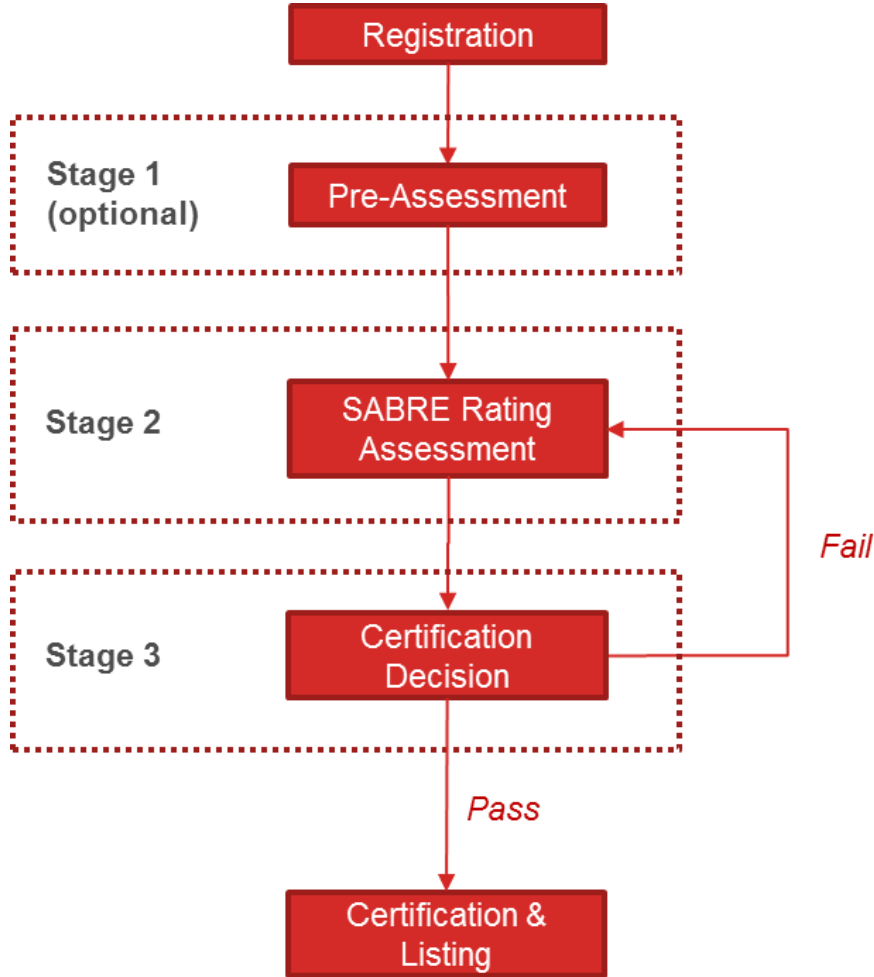
For new facilities, SABRE assessment will only commence following registration. At this stage, facilities will be allocated a Unique Reference Number (URN) which shall be used in all future correspondence.

Following completion of Stage 1, the applicant will need to confirm to the SABRE Registered Assessor that they wish to proceed to a full SABRE assessment and certification for the facility.

Figure 2 outlines the stages of SABRE Registered Assessor engagement, facility assessment and certification activity for a typical project.

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**Figure 2** SABRE Assessment Process



**Facility Type Approvals**

Facilities which are of repeatable design, construction and operation (e.g. pre-fabricated/modular facilities) may achieve a SABRE Rating covering repeated deployment. Please contact BRE Global on +44 (0) 333 321 88 11 or email [SABRE@bre.co.uk](mailto:SABRE@bre.co.uk) for further information.

**Further Information**

For more information or help with your application, please contact BRE Global on +44 (0) 333 321 88 11 or email [SABRE@bre.co.uk](mailto:SABRE@bre.co.uk).

For the list of SABRE Registered Assessors, please visit [www.redbooklive.com](http://www.redbooklive.com).

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## Scoring and SABRE Ratings

### Rating Benchmarks

The SABRE Rating of a facility is determined by assessment against the technical issues outlined in this Scheme Document. Increasing conformity increases the scores achieved in the individual assessment sections and the overall rating of the facility.

The SABRE Rating benchmarks for facilities assessed and certified using the scheme are outlined in Table 3.

These benchmarks enable the applicant and interested parties to compare security risk management maturity at one facility with other SABRE rated facilities and that of a stock of facilities in general or in an applicable sector and/or geographic region.

**Table 3** SABRE Rating Benchmarks

SABRE Rating	%Score	Broadly representative of the levels of compliance at:
Outstanding	≥80	Less than top 1% of facilities
Excellent	≥70	Top 10% of facilities
Very Good	≥60	Top 25% of facilities
Good	≥50	Top 40% of facilities
Acceptable	≥40	Top 50% of facilities

### Minimum Standards

To maintain a flexible system, SABRE adopts a 'balanced scorecard' approach to the assessment and rating of facility security risk management. This means that, to achieve a particular SABRE Rating, compliance in one area can be used to offset non-compliance in another. However, there are some assessment issues that are so fundamental to security performance that minimum standards of compliance are set. These ensure that an essential issue is not overlooked in pursuit of a particular rating.

Areas of non-compliance will be highlighted within the SABRE Registered Assessor's report and certification schedule as these will highlight opportunities for improvement.

It is important to bear in mind that minimum standards are just that, minimum acceptable levels of performance, and in that respect, they should not necessarily be viewed as levels that are representative of best practice.

To achieve a particular SABRE rating, the minimum overall percentage score must be achieved and the minimum standards, detailed in Table 4 (New Facility) and Table 5 (In-Use), must also be met.

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**Table 4** Minimum Standards by SABRE Rating (New Facility)

Section	Acceptable	Good	Very Good	Excellent	Outstanding
<b>FSR1</b>			1.1(A2)		
			1.1(A4)		
			1.2(A1)		
	---		1.5(A1)		
			1.6(A1)		
			1.7(A1)		
<b>FSR2</b>	---		2.1(A1,A2)		
			2.2(A1)		
	---		2.3(A1,A2)		
	---		2.4(A1,A2)		
	---		2.5(A1,A2)		
	---		2.6(A1)		
	---		2.7(A1)		
<b>PSF1</b>	---		1.1(A1)		
	---		1.7(A1)		
<b>PSF2</b>			2.1(A2)		
	---		2.2(A2)		
<b>PSF3</b>			3.1(A4)		
	---		3.2(A1)		
<b>MAN3</b>			3.1(A1,A2)		
	---		3.3(A1,A2,A3)		
	---		3.9(A1)		
	---		3.12(A1)		
			3.12(A2)		

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**Table 5** Minimum Standards by SABRE Rating (In-Use Facility)

Section	Acceptable	Good	Very Good	Excellent	Outstanding	
<b>FSR1</b>	1.1(A2)					
	1.1(A4)					
	1.2(A1)					
	---			1.5(A1)		
	1.6(A1)					
	1.7(A1)					
<b>FSR2</b>	---			2.1(A1,A2)		
	2.2(A1)					
	---			2.3(A1,A2)		
	---			2.4(A1,A2)		
	---			2.5(A1,A2)		
	---				2.6(A1)	
	---				2.7(A1)	
<b>PSF1</b>	---		1.1(A1)			
	---			1.7(A1)		
<b>PSF2</b>	2.1(A2)					
	---			2.2(A2)		
<b>PSF3</b>	3.1(A4)					
	---			3.2(A1)		
<b>MAN1</b>	1.1(A2)					
	1.2(A1)					
	1.3(A2)					
	1.4(A1)					
	---			1.4(A2)		
	1.10(A1)					
	---				1.12(A1,A2)	
---				1.13(A1,A2)		
<b>MAN3</b>	3.1(A1,A2)					
	---			3.3(A1,A2,A3)		
	---			3.9(A1)		
	---			3.12(A1)		
	3.12(A2)					

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## Pre-requisites

Certain credits within SABRE may only be achieved if other pre-requisite credits contained in a separate technical issue are also achieved. Therefore, pre-requisites influence the number of credits that can be achieved within the scheme.

Certain pre-requisites, if not awarded, can significantly limit the overall SABRE Rating and Score achievable. The maximum percentage points that become unavailable, should a specific credit not be achieved, are noted for New Facility and In Use developments in Table 6 and Table 7 respectively.

*Note: Certain credits may only be achieved if other credits within the same technical issue are also achieved. For example, the credits for developing Design Basis Threats (FSR2.2, A3) are dependent on conducting a threat assessment (FSR2.2, A1). These enabling credits are not designated as pre-requisites. This is because the credits belong to the same technical issue and, as such, it is clear that the completion of one activity is necessary to complete the next.*

**Table 6** Credit Dependency (New Facility)

<b>Key:</b>	<2%		2-5%		6-10%		> 10%	
-------------	-----	--	------	--	-------	--	-------	--

Issue	Credit					
	A1	A2	A3	A4	A5	Bonus
<b>FSR1</b>						
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
1.7						
<b>FSR2</b>						
2.1						
2.2						
2.3						
2.4						
2.5						
2.6						
2.7						
<b>PSF1</b>						
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
1.7						
<b>PSF2</b>						
2.1						
2.2						
2.3						

Issue	Credit					
	A1	A2	A3	A4	A5	Bonus
<b>PSF3</b>						
3.1						
3.2						
3.3						
3.4						
<b>MAN3</b>						
3.1						
3.2						
3.3						
3.4						
3.5						
3.6						
3.7						
3.8						
3.9						
3.10						
3.11						
3.12						
3.13						
<b>INN1</b>						
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						



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**Table 7** Credit Dependency (In-Use Facility)

<b>Key:</b>	<2%		2-5%		6-10%		> 10%	
-------------	-----	--	------	--	-------	--	-------	--

Issue	Credit					
	A1	A2	A3	A4	A5	Bonus
<b>FSR1</b>						
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
1.7						
<b>FSR2</b>						
2.1						
2.2						
2.3						
2.4						
2.5						
2.6						
2.7						
<b>PSF1</b>						
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
1.7						
<b>PSF2</b>						
2.1						
2.2						
2.3						
<b>PSF3</b>						
3.1						
3.2						
3.3						
3.4						

Issue	Credit							
	A1	A2	A3	A4	A5	A6	A7	Bonus
<b>MAN1</b>								
1.1								
1.2								
1.3								
1.4								
1.5								
1.6								
1.7								
1.8								
1.9								
1.10								
1.11								
1.12								
1.13								
1.14								
1.15								
1.16								
1.17								
<b>MAN2</b>								
2.1								
2.2								
2.3								
2.4								
2.5								
2.6								
<b>MAN3</b>								
3.1								
3.2								
3.3								
3.4								
3.5								
3.6								
3.7								
3.8								
3.9								
3.10								
3.11								
3.12								
3.13								
<b>INN1</b>								
1.1								
1.2								
1.3								
1.4								
1.5								
1.6								

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## Section Weightings

Weightings are applied to individual technical issues and each assessment section of the Standard, with the weighting corresponding to the relative impact of a relevant issue or section on overall facility security performance. The weighting system is derived using a combination of consensus based weightings and ranking by a panel of experts.

Table 8 outlines the weightings for each of the nine security sections included in the SABRE scheme.

**Table 8** SABRE Security Section Weightings

Section	Weighting (New Facility)	Weighting (In-Use)
FSR1	10%	10%
FSR2	10%	5%
PSF1	25%	20%
PSF2	20%	10%
PSF3	20%	10%
MAN1	---	20%
MAN2	---	10%
MAN3	10%	10% <sup>1</sup>
INN1	5%	5%

## Assessment Issues and credits

Each technical requirement of LPS2082 corresponds with an assessment issue within this scheme. There are a total of 70 individual assessment issues spanning the nine technical sections of the scheme.

The number of 'SABRE credits' available within each issue is dependent on the number and breakdown of evidence requirements for the issue. As the number of credits is not directly related to the relative importance of a given issue, weightings are applied to each issue. 'SABRE credits' are awarded where the assessment criteria presented in this scheme have been met, along with provision of the corresponding evidence.

## Awarding Credits for Innovation

SABRE supports innovation within the security industry and it does this by awarding Innovation credits. Credits are available for new projects and existing (in-use) facilities that demonstrate the application of new practices and technology or where levels of performance go beyond best practice in terms of a specific aspect of security. The approach

<sup>1</sup> MAN3 is only applicable to renewals of In-Use facility certification where a project has taken place since the last SABRE Assessment. Where not applicable, the section weighting for MAN3 is proportionately distributed amongst the remaining applicable sections in the scheme.

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of awarding credits for innovation enables applicants to boost their facility SABRE score and in doing so, supports the market for new innovation.

To be awarded a number of the innovation credits, the SABRE Registered Assessor shall submit an Innovation Application Form to BRE Global Ltd. BRE Global Ltd will then evaluate the merits of the application. If an application is successful i.e. deemed 'innovative' and compliance is subsequently verified, the associated innovation credit(s) can be awarded.

### **Calculating the SABRE Rating**

The SABRE Registered Assessor must calculate the SABRE Rating using the appropriate assessment tools and calculators. The process of determining a SABRE Rating is outlined below:

- 1) For each of SABRE's nine technical sections, the number of credits awarded shall be determined by the SABRE Registered Assessor in accordance with the criteria outlined in each assessment issue (as detailed in the following sections of this document).
- 2) The percentage of credits awarded is calculated based on the maximum number of credits available for the given assessment issue.
- 3) This percentage score is then multiplied by the issue weighting.
- 4) The scores from each issue in a given security section are then added to determine the section score.
- 5) The scores from each section are then added to establish the overall SABRE score.
- 6) The score is compared with the SABRE benchmarks, and provided the minimum standards have been met, the relevant SABRE Rating is achieved.

### **SABRE Evidential Requirements**

#### **An Evidence Based Approach**

SABRE is a third party assessment and certification scheme. The SABRE Registered Assessor determines the SABRE Rating and their assessment report is the formal record of the facility assessment. The assessment requires the certification applicant to share information relating to their facility and its security with the SABRE Registered Assessor in order to facilitate assessment and certification.

To maintain consistency and credibility, all certification decisions shall be based on verified and credible information that is traceable i.e. evidence based. This ensures that the scheme is operated in a consistent and reliable manner and provides confidence in the assessment ratings determined by the SABRE Registered Assessor.

#### **The Assessment Report and the SABRE Registered Assessor**

The SABRE certificate issued by BRE Global Ltd provides assurance that the service provided by the SABRE Registered Assessor (that is, the process of producing the assessment report and assigning a SABRE Rating) has been conducted in accordance with the requirements of the scheme. The purpose of the certificate is therefore to give

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confidence to the applicant in the SABRE Registered Assessor's performance and processes in determining a SABRE Rating.

It is the role of the SABRE Registered Assessor to gather project information and use it to assess performance against the SABRE scheme in a competent and impartial manner. To award a SABRE credit, the Assessor must be satisfied beyond reasonable doubt, that the evidence gathered demonstrates unambiguous compliance with all relevant criteria defined in the SABRE scheme. All evidence must be appropriately referenced in the formal report produced by the Assessor and made available on request from BRE Global Ltd for quality assurance checks.

Clear, ordered and well referenced evidence for each SABRE assessment issue and associated requirement facilitates efficient quality assurance and certification.

BRE Global Ltd recognises that the unnecessary aggregation of evidence relating to a facility and its security can in itself represent a security vulnerability. On this basis, SABRE Registered Assessors will record all evidence assessed e.g. evidence register; but in most cases, the client will retain the original evidence. For BRE Global Ltd auditing purposes, scheme members with certificated In-Use facilities must retain evidence relating to the most recent SABRE assessment and certification until completion of the subsequent surveillance audit and recertification. If evidence is not maintained in accordance with the Terms and Conditions of the scheme, SABRE certification may be withdrawn.

### **Evidence Types**

Evidence should not necessarily need to be prepared specifically for the purpose of the SABRE assessment and certification. In many instances, the SABRE Registered Assessor should be able to source readily available and prepared information for the purpose of demonstrating compliance. In fact, readily available evidence suggests that security is well integrated into the business processes of a facility and contributes to evidencing compliance with the documentation requirements of LPS2082.

SABRE avoids being prescriptive on the type of evidence required, although some issues do require specific documentation to be provided.

The SABRE Registered Assessor and applicant will find that many assessment issues require more than one piece or type of information to demonstrate compliance with one criterion or alternatively, one piece of information may be sufficient to demonstrate compliance with multiple criterion.

To assist the SABRE Registered Assessor and applicant in the collation of facility information at each stage of assessment, the different types of documentation that can be used as evidence of compliance are listed below. There are broadly three categories:

- 1) General evidence.
- 2) Specific evidence.
- 3) Other evidence.

For some assessment issues, the SABRE Registered Assessor is likely to require a mixture of general and specific evidence types.

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General evidence includes a broad list of information commonly produced for a built asset, such as construction related information. This data and information can be called upon to evidence a range of assessment issues, while specific evidence is defined as information that must be provided to verify compliance with a specific criteria for a SABRE credit.

In all cases, only the type of evidence that is listed in the relevant issue will be accepted by BRE Global Ltd to demonstrate compliance and the award of credits. Where the evidence requirements of the scheme are not met, both in terms of the provision and appropriate referencing of evidence in the SABRE assessment report, the Quality Assurance checks conducted by BRE Global Ltd will identify nonconformity and certification will be delayed.

### Commitments at Interim Certification Stages

For new facilities seeking a SABRE Rating, there are potentially up to two interim assessment and certification stages:

- Design Stage Rating
- Shell & Core Rating

It is the applicant's choice as to whether they wish to apply for an interim SABRE Rating and certification. Such ratings can be used to provide evidence of project team performance against employer and interested party requirements and to demonstrate progress towards the facility target SABRE Rating.

Where a design stage interim rating is sought, it is permissible to use letters or emails to demonstrate intent to comply with SABRE criteria which can only be verified post-construction. However, this is subject to the evidence robustness requirements of the scheme outlined in the following section. Such evidence must also make clear the actions and evidence (or an understanding thereof) that will be undertaken and provided to ensure the project's ongoing compliance, particularly in support of the final stage of assessment. This is to ensure that the party who makes the commitment is clearly aware of the actions and evidence that needs to be supplied to demonstrate compliance with SABRE at the final stage of assessment. For example, in many circumstances it would not be acceptable for the design team to copy and paste the SABRE criteria into a formal commitment. The commitment should specifically detail how criteria are to be achieved in the context of the assessment, and simply copying and pasting the SABRE criteria will not provide this detail.

Where fit out elements contribute to facility security performance and are not installed as part of the shell and core build contract, an applicant is likely to seek a shell and core rating for a facility. Where this is the case, it will be necessary to detail all assumptions and design specifications that contribute to the SABRE Rating in the project handover strategy (MAN3.9) and project handover information (MAN3.12).

Failure to document the fit out requirements upon completion of the shell & core contract will prevent the award of the relevant criteria and the interim SABRE (Shell & Core) rating and certification.

A shell and core interim rating provides interested parties with an indication of the 'potential' security performance of a facility if, during fit-out, all of the outstanding design elements documented in the handover information are incorporated.

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For both types of interim rating and certification, a full rating and certification will be subject to assessment post-construction / fit-out to verify compliance.

### **Evidence Principles**

In determining the appropriateness of 'general evidence types' for each assessment issue, the principles outlined in Table 9 must be considered by SABRE Registered Assessors.

Where the 'general evidence types' meet the principles outlined in Table 9 and, where appropriate, the guidance provided in the 'robustness of evidence' section, such evidence is admissible for the purpose of the SABRE assessment and the BRE Global Quality Assurance checks.

These principles are not listed in a hierarchical order and are all equally important when considering which evidence type to submit to demonstrate compliance for each issue or criterion.

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**Table 9** SABRE Evidence Principles

Ref	Summary	Principle	Objective	Example Verification Question(s)
1	Evidence provided for all criteria for all credits sought	Evidence must demonstrate that ALL relevant* criteria and sub-criteria for each credit sought are achieved and where relevant, is provided to support compliance notes, definitions etc.	Completeness	Are all criteria covered? Have all relevant compliance notes and definitions been addressed?
2	Unambiguous assessment	The assessment must demonstrate unambiguous compliance and the evidence must support this assessment. Evidence (and supporting notes) must clearly demonstrate to a 3rd party reviewer that the criteria have been met.	Independent review compatibility	If a 3rd party (e.g. BRE Global Ltd) reviewed my report with the submitted evidence, would they be able to confirm compliance and award the same credits I have?
3	Robust	<p>a. When selecting the Evidence type, always ensure it is robust and is relevant to the stage of assessment. The selected Evidence contains all the relevant basic information, with the necessary constituent parts to be deemed robust.</p> <p>b. Refer to Evidence Robustness section for further details on both of the above.</p>	Proof that evidence is robust and from a reliable source	Is this the most robust form of evidence available to demonstrate compliance with this criterion? Does the evidence contain all the relevant basic information? Is it fully auditable?
4	Use existing evidence	Use existing facility information to demonstrate compliance.  In most cases evidence should not need to be 'created' for SABRE compliance purposes.	Minimises evidence and reduces time and cost of compliance	Does robust evidence meeting the above principles already exist that I can use? If I need to ask for more evidence, is the project seeking credits where compliance is not adequately demonstrated?

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Where the SABRE Registered Assessor or applicant deem specific criteria 'not relevant' to the assessment, a full justification should be collated and then submitted as a technical query, for review by BRE Global Ltd.

### Evidence Robustness

Robust evidence provides confirmation that the assessment has been carried out correctly and the facility complies with the criteria for the SABRE credits sought. The assessor should consider the following when gathering project information and evaluating whether the evidence provided is as 'robust' as possible:

- Is there more than one piece of evidence that could be used to demonstrate compliance?
- Is the chosen evidence the most robust and appropriate piece of evidence to demonstrate that a particular criterion has been achieved?

Any evidence submitted for a SABRE assessment must be robust in terms of its source and its traceability. Below is a list of the minimum information the assessor must expect to see, when certain types of evidence are submitted:

1. **Communication records:** Any communication records used as evidence must provide clear confirmation of the facility name, author's identity and role, the date and recipient(s) identity and the purpose of communication.
2. **Formal letters of correspondence:** Must be on company or organisation headed notepaper with a signature (electronic signatures are acceptable). Ideally letters should be a secured document.
3. **Meeting minutes:** Must include the date, location and attendee information (names, organisations and roles), along with a record of the meeting and agreed actions.
4. **Reports:** Must include the date, the author, the approval status of the report and evidence that it relates to the facility being assessed e.g. URN. Any supporting documents, calculations, models or tools used to inform the report should be referenced within the report.
5. **Drawings:** All drawings must have the facility URN, phase (if applicable), title of drawing, date, revision number and a scale.
6. **Specification:** A specification must be clear that it relates to the facility under assessment i.e. contains the URN, and it must have a date and revision number. Where sections of a specification are provided the assessor should reference the extract and as a minimum submit the front page of the specification detailing the project URN, revision number and date.
7. **Inspection report:** An inspection report must include the project URN, date, author and summary text to detail what was witnessed, confirming compliance. Photographic evidence can be used to support the text in the report.
8. **Policies and procedures:** A policy or procedure must refer to the facility under assessment e.g. include the URN; the date, details of the author/approval and evidence of its adoption and current status e.g. inclusion in a controlled document register.



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9. **Training & Exercise Records:** Records must incorporate the date of the event, the purpose, evidence that it relates to the facility under assessment (e.g. facility URN) the individuals or groups involved and the outcomes.
10. **Commissioning, test and certification records:** Records must include details of the tested/commissioned/approved product, system or service. A statement of conformity, including the standard against which conformity has been assessed, the issuing authority, the date of issue and confirmation that it relates to the facility being assessed e.g. the URN.

For other types of evidence not listed, the SABRE Registered Assessor should use the above as a guide for the sort of evidence that is suitable and sufficient. As a minimum in most cases the evidence used to assess compliance should always contain key information such as the project name, the author, date, revision numbers etc.

### SABRE Technical Assessment Criteria

Refer to following pages.

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## FSR: FACILITY SECURITY REQUIREMENTS

### FSR1: THE FACILITY AND ITS CONTEXT

#### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	10%	10%

Minimum Standards	New Facility & In-Use Facility Assessment				
	Acceptable	Good	Very Good	Excellent	Outstanding
	FSR1.1(A2)				
	FSR1.1(A4)				
	FSR1.2(A1)				
	---			FSR1.5(A1)	
	FSR1.6(A1)				
	FSR1.7(A1)				

#### Summary

This section encourages the identification of internal and external issues that are relevant to the purpose of the facility and influence its security risk management objectives.

Issue ID	Issue Name	Credits	Issue Weight
FSR1.1	Facility Attributes & Setting	5	20
FSR1.2	Interested Parties	6	10
FSR1.3	Corporate Security Risk Management Requirements	1	10
FSR1.4	Legal and Regulatory Requirements	1 (NF) 2 (IU)	10
FSR1.5	Security Dependencies	1	20
FSR1.6	Asset Identification & Valuation	2	10
FSR1.7	Facility Security Objectives	1	20
<b>Totals</b>		17(NF) 18(IU)	100%

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### FSR1.1 Facility Attributes & Setting

Number of credits available	Minimum Standards
5	A2, A4 - All Ratings

#### Aim

To encourage the identification of internal and external factors that are likely to influence security threat, incident impacts and a facility's approach to security.

#### Assessment Criteria

The issue is split into five parts:

- A1) One credit for facility use, critical functions and supporting activities
- A2) One credit for facility modes of operation
- A3) One credit for facility surroundings
- A4) One credit for facility users / user groups
- A5) One credit for site security constraints

The following is required to demonstrate compliance:

#### **A1) One Credit – Facility use, critical functions and supporting activities**

- 1) The Security Manager(s) identifies attributes associated with the type of facility and its use that influence the:
  - a. type and likelihood of security incidents that might occur at the facility i.e. the facility's target attractiveness.
  - b. impact of incidents that might occur at the facility.

*Note: Attributes that might influence target attractiveness and impacts may include, but not be limited to, the presence of:*

- *Specialist systems, equipment and tools*
  - *Large volumes or value of assets e.g. raw materials, cash, equipment, stock, information*
  - *Large numbers or particularly high densities of people*
  - *Dangerous substances, hazardous areas and installations*
  - *Controlled substances*
  - *Weapons, ammunition or explosives*
- 2) The Security Manager(s) identifies any constraints to the security function associated with the type and use of the facility.

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*Note: By way of an example, a business requires open access to customers which limits the extent and types of security that will be deemed appropriate without impacting business objectives.*

- 3) The Security Manager(s) identifies the critical functions and processes at the facility.

*Note: This will facilitate the identification of critical assets i.e. those assets that need to be protected by the security function (Refer to FSR1.6).*

- 4) The Security Manager(s) identifies any anticipated development or change at the facility that might impact the future operations of the facility and its security.

### **A2) One Credit – Facility modes of operation**

- 1) The Security Manager(s) establishes how the facility will be operated:
- during normal day-to-day working hours (including activity levels and the types of activities to be undertaken)
  - outside normal day-to-day working hours (including activity levels and the types of activities to be undertaken);
- 2) The Security Manager(s) identifies any special events or events of lower frequency, which are distinguishable from normal day-to-day operations.
- 3) The Security Manager(s) evaluates access and circulation requirements for each user group in each mode of operation established in (1) & (2) above.

### **A3) One Credit - Facility surroundings**

The Security Manager(s) will have undertaken or commissioned a survey of the facility surroundings to identify factors that will influence facility security, including but not limited to the following factors:

- 1) Crime rates and trends
- 2) Topography
- 3) Development density, built form and heights of surrounding facilities and structures
- 4) Land uses
- 5) Open space (location, type and area)
- 6) Sightlines
- 7) Facility infrastructure
- 8) Local transport infrastructure, including vehicular and pedestrian approaches (incl. rights of way), entry/access points, circulation routes and parking
- 9) Proximity to any 'sensitive' facilities
- 10) Proximity to any iconic structures / landmarks
- 11) Proximity to water bodies

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#### **A4) One Credit – Facility users / user groups**

The Security Manager(s) shall have identified:

- 1) all facility users/user groups
- 2) any user / user group attributes that are likely to influence the type and likelihood of a security incident i.e. facility target attractiveness
- 3) any specific security requirements of users / user groups that influence the approach to facility security

#### **A5) One Credit – Site Security Constraints**

The Security Manager(s) shall have determined any constraints to the security function associated with:

- 1) site attributes e.g. size, shape, topography, features.
- 2) spatial planning of the facility (In-Use Assessment) or planning conditions (New Facility Assessment)
- 3) geographical location of the facility

#### **Checklists and tables**

None.

#### **Compliance Notes**

Ref	Terms	Description
CN1	Evidence Examples	Credit A1) A written narrative supported by schematics, plans, drawings or process flow charts may be used to describe the use of the facility, critical functions and highlight any unique attributes. Credit A2) Access & Circulation Zoning Plan(s) demarcating the hierarchy of accessibility within the facility. Typically, this involves demarcating the public, semi public, semi private, private and restricted zones within the facility for each user group and in each mode of operation. Credit A3 & A5) Survey reports will typically include a written narrative describing the site and its surroundings. The narrative will be supported by photographs, satellite images, maps, drawings and illustrations, as necessary, to fully describe the facility, its surroundings and constraints.
CN2	Critical Functions	Credit A1 - The importance of functions may be determined using a Business Impact Analysis (where appropriate). This will highlight activities and processes that are critical to business products and services.

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Ref	Terms	Description
CN3	Speculative Build Projects	<p>Credits A2 &amp; A4 – At interim assessment stages i.e. design and shell &amp; core; the Security Manager(s) shall document working assumptions related to end users.</p> <p>The project security brief (including the security risk assessment) should be informed by the development's target market.</p> <p>At full assessment stage, any end user specific attributes that influence security requirements shall be reflected in the fit out and/or through base build amendments.</p>

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1 / A3 / A4 / A5	<p>The evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.</p> <p>Refer to CN1 for specific evidence examples.</p>		
A2	<p>Documented access and circulation requirements outlining access rights and restrictions.</p> <p>Refer to CN1 &amp; CN3.</p>		

### Additional Information

None.

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## FSR1.2 Interested Parties

Number of credits available	Minimum Standard
6	A1 – All Ratings

### Aim

To encourage consultation that allows stakeholder security needs to be understood and the development of appropriate security solutions.

### Assessment Criteria

This issue is split into three parts:

- A1) Two credits for the Identification of Interested Parties
- A2) Two credits for a Consultation Plan
- A3) Two credits for Direct Stakeholder Consultation

The following is required to demonstrate compliance:

#### **A1) Two credits – Identification of Interested Parties**

1) The Security Manager(s) identifies all interested parties, including:

- a) Direct stakeholders – parties to be consulted in relation to the identification of facility security requirements and proposals.

*Note: This may or may not include the following:*

- i. User(s) – individuals and organisations (includes the facility operators and tenants in the case of tenanted facilities)*
- ii. Owner(s) (facility landlord in the case of tenanted facilities)*
- iii. Investor(s)*
- iv. Insurer(s)*
- v. Regulators, law enforcement and emergency services*
- vi. Customers, suppliers and distributors*
- vii. Security service providers*
- viii. Local Authority*

- b) Other interested parties – parties to be consulted on specific issues relating to security risk management but not in the setting of facility security requirements.

*Note: This may or may not include the following:*

- i. Neighbours and the wider community*
- ii. Media*

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*iii. Trade Unions / Representative Bodies*

*iv. Pressure Groups*

*v. Dependents of staff*

**A2) Two Credits – A Consultation Plan**

- 1) The Security Manager(s) shall develop and document a plan for consultation with interested parties.
- 2) The plan outlines the frequency and/or circumstances for consultation with interested parties.

**A3) Two Credits – Direct Stakeholder Consultation**

- 1) The Security Manager(s) consults stakeholders in accordance with the consultation plan.

*Note: Examples of the issues addressed and documented during consultation include::*

- a) *Stakeholder objectives, performance targets and risk criteria*
  - b) *Facility constraints e.g. technical, legal or environmental*
  - c) *Budgetary constraints for security (CapEx / OpEx)*
  - d) *Assets requiring protection (if any)*
  - e) *Relevant laws and regulatory requirements*
  - f) *Specific design and specification requirements (if any)*
  - g) *Specific installation / construction requirements (if any)*
  - h) *Specific operating / maintenance requirements (if any)*
  - i) *Specific commissioning, handover, aftercare requirements (if any)*
- 2) The Security Manager will have responded to stakeholders with consultation feedback, including outlining areas of compliance with their requirements and areas of non-compliance (where appropriate).

**Checklists and tables**

None.



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## Compliance Notes

Ref	Terms	Description
CN1	Minimum consultation frequency	Consultation should occur at regular intervals throughout the life of a facility. During any project or in the case of New Facilities, evidence of ongoing consultation should be recorded at each milestone or contract stage.
CN2	Stakeholder consultation plan	The plan shall be compliant with any facility information security requirements identified in: <ul style="list-style-type: none"> <li>MAN1.12</li> <li>MAN3.3</li> </ul>
CN3	Speculative Build Projects	The stakeholder register (A1) shall be updated as end users are identified for the project. Full certification is dependent on evidence of the consultation process having involved end users and having influenced project fit out.

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A1	<u>Stakeholder Register</u> Incorporating direct stakeholders and other interested parties.		
A2	<u>Consultation Plan</u> The plan sets out the process and scope of stakeholder consultation in relation to facility security.		
A3	Evidence of consultation occurring in accordance with the consultation plan (Refer to CN1 for speculative build projects).		

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### Additional Information

Stakeholders can be identified by asking the following questions outlined in BS ISO 26000:2010 Guidance on Social Responsibility:

- To whom does the organisation have legal obligations?
- Who might be positively or negatively affected by the organisation's decisions or activities?
- Who is likely to express concerns about the decisions and activities of the organisation?
- Who has been involved in the past when similar concerns needed to be addressed?
- Who can help the organisation address specific impacts?
- Who can affect the organisation's ability to meet its responsibilities?
- Who would be disadvantaged if excluded from the engagement?
- Who in the value chain is affected?

Direct Stakeholders tend to be those organisations or individuals that will be directly impacted by the quality of security risk management at a facility or operate in a Regulatory capacity.

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### FSR1.3 Corporate Security Risk Management Requirements

Number of credits available	Minimum Standard
1	No

#### Aim

To encourage the alignment and compliance of facility level security risk management with enterprise level security requirements.

#### Assessment Criteria

This issue consists of a single part:

- A1) One credit for compliance with corporate security risk management requirements

The following is required to demonstrate compliance:

#### **A1) One Credit – Corporate Security Risk Management Requirements**

- 1) The Security Manager(s) identifies corporate security requirements (if any) that influence the facility security function. Refer to CN1.

#### Checklists and tables

None.

#### Compliance Notes

Ref	Terms	Description
CN1	Multi tenanted facilities	Corporate requirements might exist for individual tenants and the landlord. In this case, it will be necessary to demonstrate compliance for all areas within the assessment scope.
CN2	Speculative Build Projects	At full assessment stage, both the end user and landlord corporate requirements should be addressed.  At interim assessments, if the tenant is unknown, only investor / landlord requirements need be satisfied.

#### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	Design Interim	Shell & Core Interim	Full Certification
A1	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

None.

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## FSR1.4 Legal and Regulatory Requirements

Number of credits available	Minimum Standard
1 (New Facility Assessment)	No
2 (In-Use Assessment)	

### Aim

To encourage broader recognition amongst facility owners and operators, that many aspects of facility security are Regulated, whether through sector specific legislation, licensing, planning, Building Regulations or issue specific legislation.

### Assessment Criteria

This issue is split into two parts for In-Use facilities and a single part for New Facilities:

- A1) One credit for a review of applicable Security Laws & Regulations
- A2) One credit for establishing and implementing Compliance Procedures (only applicable for In-Use Assessment)

The following is required to demonstrate compliance:

#### **A1) One Credit – Security Laws & Regulations**

- 1) The Security Manager identifies and documents any Security Laws and Regulations (if any) that are relevant to:
  - a) the type of facility and its use;
  - b) facility security risk management in general.

#### **A2) One Credit – Compliance Procedures**

(Applicable to in-use assessment only)

- 1) The facility Responsible Person(s) assigns responsibility and accountability for compliance with Security Laws and Regulations applicable to the facility (if any).
- 2) The facility Security Manager(s) develops and documents compliance procedures for each Security Law and Regulation identified.

### Checklists and tables

None.

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### Compliance Notes

Ref	Terms	Description
CN1	Speculative Build Projects	<p>At interim assessment, a preliminary review shall have been completed.</p> <p>A commitment shall be made to conduct a full review, once the facility end user is known, prior to fit out. This will allow award of Credit A1.</p> <p>At full assessment, the review shall have been completed in the knowledge of the occupier and their business.</p>

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

### Additional Information

The applicant is responsible for ensuring that compliance with applicable security laws and regulations does not result in non-compliance with other legal obligations, including but not limited to: planning, health & safety, Building Regulations and fire safety.

The award of this credit by the SABRE Registered Assessor and facility certification does not constitute legal advice or confer immunity from legal obligations.

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### FSR1.5 Security Dependencies

Number of credits available	Minimum Standard
1	A1 – Excellent & Outstanding

#### Aim

To encourage the identification of services and infrastructure upon which the security of the facility is dependent and in doing so enhance facility security resilience.

#### Assessment Criteria

This issue consists of a single part:

- A1) One credit for Identification of Security Dependencies

The following is required to demonstrate compliance:

#### **A1) One Credit – Identification of Security Dependencies**

- 1) The Security Manager(s) identifies services and infrastructure upon which the security of the facility is dependent and any factors that will influence service or infrastructure resilience.

*Note: The scope of the assessment may include, but not be limited to, the following services and infrastructure:*

- *Energy services.*
- *IT & communication services.*
- *Water services.*
- *Waste services e.g. information destruction.*
- *Law enforcement and Emergency Services.*
- *Contracted or shared security services e.g. guarding, intelligence, community security zone.*
- *Transportation services (parking, access and egress).*
- *Local Authority services e.g. street lighting, public realm surveillance and ANPR.*

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Models, tools or methods for identifying dependencies	<p>Where models or tools are used to conduct dependency analysis, as a minimum they must be:</p> <ul style="list-style-type: none"> <li>• either independent, peer reviewed or both.</li> <li>• current and up to date.</li> </ul> <p>Dependencies may also be identified through consultation with stakeholders e.g. through a series of structured workshops. The approach adopted shall be appropriate to the type, size and complexity of the facility.</p>
CN2	Resilience	<p>Where a dependency is identified, it will be necessary to identify what controls, if any, are in place to reduce the likelihood or impact of loss of service / infrastructure on facility security.</p> <p>Examples may include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Service Level Agreements (SLAs)</li> <li>• Availability of on or off-site redundancy in the event of a loss of service(s) or infrastructure</li> <li>• Contingency plans.</li> </ul>

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

Security is just one function at a facility that can be impacted by disruptive events. A business continuity management system can be used to identify, assess and evaluate risks to overall business operations i.e. an all hazards approach.



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## FSR1.6 Asset Identification & Valuation

Number of credits available	Minimum Standard
2	A1 – All Ratings

### Aim

To encourage the identification and valuation of facility based assets to determine what needs to be protected.

### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) One credit for Critical Asset Identification
- A2) One credit for Minimum Protection Requirements

The following is required to demonstrate compliance:

#### ***Pre-requisites***

The award of credit A2 is subject to the award of FSR1.4(A1) – A review of applicable security laws and regulations is necessary to identify any minimum protection requirements.

#### ***A1) One Credit – Critical Asset Identification***

- 1) The Security Manager(s) identifies and categorises assets according to their criticality.

#### ***A2) One Credit – Minimum Protection Requirements***

- 1) The Security Manager(s) identifies assets (if any), that are subject to minimum protection requirements (Refer to CN2).
- 2) Minimum protection requirements shall be documented in the asset register for the purpose of auditing compliance.

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Information Assets	Refer to additional information (Relevant Definitions).  For the avoidance of doubt, information relating to the facility itself and facility security shall be included in the identification, analysis and evaluation process.
CN2	Asset Minimum Protection Requirements	Laws or Regulations may dictate minimum protection requirements for certain assets. These requirements may apply regardless of whether or not a specific asset is determined to be critical by the applicant.  Examples of minimum protection requirements include physical security controls for preventing access to radioactive sources, explosives and firearms in storage or procedures for their use.  The facility security strategy, subsequent design, management plans and procedures will need to address these requirements in order to ensure legal compliance.
CN3	Speculative Build Projects	Where the ultimate end user of a facility is unknown at the time of interim assessment (design and shell & core), this is quite common in retail and commercial office development, it will be necessary to make working assumptions related to typical assets. However, it is possible to use the project brief to establish the target market for the development and from this, make appropriate judgements on the assets held within the tenant's domain.  Once a tenant is identified, it will be possible to update the preliminary asset register and use this to establish any additional security requirements (if any) that need to be addressed at fit out stage.

## Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	Preliminary Asset Register (Refer to CN3)	Preliminary Asset Register (Refer to CN3)	Updated Asset Register
A2	Asset Register identifies assets subject to minimum protection requirements, including a reference to the requirement origin.		

## Additional Information

### Relevant Definitions

**Asset** - An item, thing or entity that has potential or actual value to an organisation. The value may be derived financially or due to the asset being critical to the organisation's mission.

**Human (People) Assets** Executives, VIPs, personnel, customers, contractor and the general public.

**Information Assets** Knowledge acquired, processed, stored and communicated by the organisation. Information may be held in various forms e.g. digitally, physical or as human capital. Types of information that may be regarded sensitive includes Intellectual Property (IP), brand, commercial data and customer information, also information that can be used to identify persons (personally identifiable information) e.g. HR records.

**Physical Assets** Includes consumables, equipment (e.g. computers, monitors), supplies, tools, furniture, fixtures & fittings, building structure, vehicles, cash, jewellery, artwork, personal property (staff, visitors), artwork, food, drink.

**Services** A public or privately contracted service that is critical to the mission of the facility end user(s) and could include water, supplies, energy, telecommunications.

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### FSR1.7 Facility Security Objectives

Number of credits available	Minimum Standard
1	A1 - All Ratings

#### Aim

To encourage the development of facility security risk management objectives that can be used to measure and evaluate facility security performance.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for Objective Development

The following is required to demonstrate compliance:

#### **A1) One Credit – Objective Development**

- 1) The Security Manager(s) develops a series of security objectives that are consistent with, and support, other facility policy and corporate security requirements.
- 2) The objectives shall take into account applicable requirements (FSR1.1-1.6).
- 3) The objectives shall be measurable to allow performance to be evaluated.
- 4) The objectives shall be reviewed and approved by the Responsible Person(s).
- 5) The objectives shall be monitored and updated as appropriate.
- 6) The objectives shall be communicated internally and externally as appropriate, having regard for any information security requirements.

#### Checklists and tables

None.

#### Compliance Notes

None.

#### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

None.

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## FSR2: FACILITY SECURITY RISKS

### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	10%	5%

Minimum Standards	New Facility & In-Use Facility Assessment				
	Acceptable	Good	Very Good	Excellent	Outstanding
	---			2.1(A1)	
	---			2.1(A2)	
	2.2(A1) – 2 Credits				
	---			2.3(A1,A2)	
	---			2.4(A1,A2)	
	---			2.5(A1,A2)	
	---				2.6(A1)
	---				2.7(A1)

### Summary

This section encourages the adoption of security risk assessment as a means of establishing facility security priorities and strategic options for improving facility security performance.

Issue ID	Issue Name	Credits	Issue Weight
FSR2.1	Security Risk Assessment	2	5
FSR2.2	Threat Assessment	7	10
FSR2.3	Vulnerability Assessment	2	5
FSR2.4	Consequence Assessment	2	5
FSR2.5	Risk Evaluation	3	25
FSR2.6	Strategic Options Appraisal	1	25
FSR2.7	Risk Communication & Documentation	1	25
<b>Totals</b>		<b>18</b>	<b>100%</b>

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## FSR2.1 Security Risk Assessment

Number of credits available	Minimum Standard
2	Outstanding & Excellent – A1 & A2

### Aim

To encourage the use of security risk assessment as a process for measuring, comparing and prioritising resources with the intent of reducing the likelihood and consequences of security risks at a facility.

### Assessment Criteria

This issue consists of two parts:

- A1) One credit for establishing and maintaining a Security Risk Assessment Procedure(s).
- A2) One credit for a Facility Risk Register.

The following is required to demonstrate compliance:

#### **A1) One Credit – Security Risk Assessment Procedure(s)**

- 1) The Security Manager(s) establishes a procedure(s) that supports facility security risk assessment.
- 2) The procedure(s) shall outline security risk assessment roles and responsibilities at the facility.
- 3) The procedure(s) shall require the risk assessment process to be repeated to allow security risks to be:
  - a) Monitored;
  - b) reviewed at planned intervals; and
  - c) updated as appropriate (Refer to CN2).

#### **A2) One Credit – Facility Risk Register**

- 1) The Security Manager(s) establishes a security Risk Register for the documentation of facility security risks.
- 2) The Risk Register shall be updated with the outputs of each updated risk assessment.

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Risk Register	<p>A controlled document that as a minimum identifies:</p> <ul style="list-style-type: none"> <li>a) the date completed</li> <li>b) risk severity through grading</li> <li>c) the risk / action owner(s) and manager(s)</li> <li>d) proposed action(s)</li> </ul>
CN2	Credit A1 'Updated as appropriate'	<p><u>In Use Facilities</u></p> <p>The risk assessment shall be updated as a result of any significant change at the facility. A change is 'significant' if it impacts:</p> <ul style="list-style-type: none"> <li>a) facility security needs;</li> <li>b) the effectiveness of existing security controls;</li> <li>c) the effectiveness of the security risk management system.</li> </ul> <p><u>Projects at In-Use Facilities</u></p> <p>The facility security risk assessment shall have been updated following the implementation of a project (post-project state).</p> <p><u>New Facilities</u></p> <p>A security risk assessment shall have been updated, as a minimum, at each project milestone.</p> <p><i>Note: Regular updates allow security risk(s) to inform ongoing project development and for increasing robustness in the risk assessment as more project information becomes available.</i></p> <p>In the case of speculative build projects, the security risk assessment(s) completed for design stage and shell &amp; core stage interim SABRE assessment shall be updated to inform fit out and to allow SABRE full assessment and certification. This will capture new risks or changes to the level of security risk associated with a specific end user(s) and their fit out proposals.</p>

## Methodology

None.



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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A2	A Risk Register (Refer to CN1).		

## Additional Information

### ISO 31000:2009, Risk management – Principles and guidelines.

This standard provides principles, framework and a process for managing risk. It can be used by any organisation regardless of its size, activity or sector.

Using ISO 31000 can help organisations increase the likelihood of achieving objectives, improve the identification of opportunities and threats and effectively allocate and use resources for risk treatment. However, ISO 31000 cannot be used for certification purposes, but does provide guidance for internal or external audit programmes. Organisations using it can compare their risk management practices with an internationally recognised benchmark, providing sound principles for effective management and corporate governance.

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## FSR2.2 Threat Assessment

Number of credits available	Minimum Standard
Up to 7 credits (including a bonus credit)	All Ratings - A1

### Aim

To encourage the use of threat assessment to ensure facility security controls are fit for purpose in that they respond to credible threats.

### Assessment Criteria

This issue consists of pre-requisites, three parts and a bonus part:

- A1) Three credits for a documented Security Threat Assessment
- A1)-(B) A Bonus credit for threat level definition
- A2) One credit for Stakeholder Engagement
- A3) Two credits for Design Basis Threats (DBTs)

The following is required to demonstrate compliance:

#### **Pre-requisites**

Credit FSR1.2(A3) is a prerequisite for the award of Credit (A2) as stakeholder consultation requires a register of interested parties and a consultation plan.

#### **A1) Three Credits – Security Threat Assessment**

Three credits for the following:

- 1) A competent person(s) undertakes and documents a threat assessment, drawing on internal and external sources of information to identify credible security threats.
- 2) The threat assessment takes account of the facility and its context, in particular, how the following factors influence the threat:
  - a) Facility Attributes & Setting
  - b) Security Dependencies
  - c) Assets at the facility
- 3) The scope of the threat assessment extends, as appropriate, to credible:
  - a) outsider and insider threats;
  - b) cyber, physical and convergent threats;
  - c) threats directed towards the facility built assets, its systems and sub-systems;
  - d) threats directed towards the assets of end user(s) and interested parties (Refer to CN3);

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- e) threats to information relating to the facility, facility security and facility security risk management system.

4) Threats are graded based on their assessed severity.

**A1-(B) Threat Level Definition**

One bonus credit for the following:

- 1) The threat assessment recognises the dynamic nature of security threats and that threat may increase or decrease in a relatively short timeframe and require scalable controls to provide appropriate security over the life of the facility.

**A2) One Credit - Stakeholder Engagement**

- 1) The competent person(s) consults with relevant interested parties in relation to security threat.

**A3) Two Credits –Design Basis Threats**

- 1) Drawing on the significant findings of the threat assessment (Credit A1), a competent person(s) documents a set of facility specific Design Basis Threats (DBTs).

*Note: A DBT outlines sufficient attributes to allow vulnerabilities to be established and this is likely to include:*

- a) *Adversary intent, capability (level of sophistication) and capacity (numbers)*
- b) *Weapons, Tools and Equipment available to the adversary*
- c) *Entry tactics available to the adversary*
- d) *Any special tactics that may be deployed by the adversary*
- e) *Objective(s) of the adversary*
- f) *Target(s) of the adversary*

**Checklists and tables**

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Threat Assessment – Information Sources	<p>Information that forms the foundation to a threat assessment shall be obtained through legal and ethical means. Recognised sources include:</p> <ul style="list-style-type: none"> <li>• Open sources of information and intelligence, such as media broadcasts, literature, crime statistics, insurance claim data, maps, images, government reports, industry and academic publications.</li> <li>• Closed sources of information, such as police crime recording systems and information available through information sharing agreements.</li> <li>• Human intelligence collected and provided by humans.</li> <li>• Signals intelligence (communications and electronics).</li> <li>• Measurement and signature intelligence such as ground based sensors.</li> <li>• Imagery.</li> <li>• Scientific and technical intelligence.</li> </ul>
CN2	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Threat'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security threat and how to interpret intelligence and threat information into credible scenarios for consideration in the built environment.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>

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Ref	Terms	Description
CN3	Speculative Build Projects	<p>Where the end user(s) of a facility is unknown at the interim assessment stage (design / shell &amp; core), the threat assessment will not address security threats specific to the end user.</p> <p>As such, threat assessment shall be updated at the full assessment and certification stage, taking into account the influence of the facility end user(s). This will inform fit out proposals for the development.</p>

## Methodology

Threats can be graded qualitatively, semi-qualitatively or quantitatively. However, there is a need for consistency between threat, vulnerability and consequence gradings in order to allow risk assessment. Examples are provided below for illustration purposes only.

Type of analysis	Illustrative Grades
Qualitative	Very Low, Low, Moderate, High, Very High
Semi-quantitative	Very Low = 0-0.19 Low = 0.2-0.39 Mod = 0.4-0.59 High = 0.6-0.79 Very High = 0.8-1
Quantitative*	Probability of attack, rated between 0-1

\* The nature of intelligence and limited statistics across the security threat spectrum inevitably results in assumptions and subjectivity in threat assessments. As such, care should be taken in documenting and interpreting quantitative threat data.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	<u>Threat Assessment</u> A document capturing the scope of assessment, the information sources referenced in preparation of the report and assessment outcomes. Outputs of the threat assessment captured within the Risk Register.		
A2	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A3	<u>Design Basis Threats (DBTs)</u> DBTs defined for all credible threats identified through the Threat Assessment process		

## Additional Information

Convergent Threats – Attack scenarios that utilise both the physical and cyber domains in order to achieve actor objectives.

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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### FSR2.3 Vulnerability Assessment

Number of credits available	Minimum Standard
2	A1 & A2 - Outstanding & Excellent

#### Aim

To encourage the use of objective methods, tools and models to measure the effectiveness of facility security in reducing the likelihood of security incidents.

#### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) One credit for a Vulnerability Assessment
- A2) One credit for Vulnerability Reporting

The following is required to demonstrate compliance:

#### **Pre-requisites**

1) The award of both credits is subject to the award of FSR2.2(A3) as design basis threats are required to generate facility specific threat scenarios and analyse facility security system effectiveness.

#### **A1) One Credit – Vulnerability Assessment**

- 1) A Competent Person(s) has conducted a vulnerability assessment for the facility utilising a set of credible scenarios developed from the security threat assessment.
- 2) Vulnerabilities are graded depending on their severity.

#### **A2) One Credit – Vulnerability Reporting**

- 1) The Security Manager(s) has documented vulnerabilities in a format that is consistent with the threat assessment and consequence assessment outputs.

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Risk'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists.</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of factors influencing security vulnerabilities in the built environment and be relevant to the type and scale of facility.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Speculative Build Projects	<p>Where the shell and core (base build) excludes security controls (i.e. are subject to fit out by the tenant) that contribute to vulnerability reduction in the security strategy; the contribution of the controls may only be taken into account in the vulnerability assessment at shell &amp; core stage where handover information produced by the base build contractor documents performance and design requirements for adoption by the tenant and their fit out contractor.</p> <p>Where this is not the case or controls are not outlined in the facility security design for the base build, the vulnerability assessment conducted at shell &amp; core assessment stage shall be based on the controls present in the base build only.</p> <p>In both cases, the vulnerability assessment shall be updated prior to full certification.</p>



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## Methodology

SABRE recommend the use of Critical Detection Point Analysis for completing vulnerability assessments. However, this is not mandatory in order to be awarded the credit.

Vulnerability Assessment and associated grades can be qualitative, semi-qualitative or quantitative. However, there is a need for consistency between threat, vulnerability and consequence grading. Examples are provided below for illustration purposes only.

Type of analysis	Illustrative Grades
Qualitative	Very Low, Low, Moderate, High, Very High
Semi-quantitative	Very Low = 0-0.19 Low = 0.2-0.39 Mod = 0.4-0.59 High = 0.6-0.79 Very High = 0.8-1
Quantitative	Probability of effectiveness, rated between 0-1

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria. Refer to CN2 for speculative build projects.		
A2	Outputs included within the Risk Register.		

## Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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## FSR2.4 Consequence Assessment

Number of credits available	Minimum Standard
2	A1 & A2 - Outstanding & Excellent

### Aim

To encourage the use of objective methods, tools and models to measure and evaluate the impacts of security incidents at the facility.

### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) One credit for a Consequence Assessment
- A2) One credit for Consequence Reporting

The following is required to demonstrate compliance:

#### ***Pre-requisites***

The award of both credits is subject to the award of FSR2.2(A3) and FSR2.3 (A1) as the design basis threats and associated security threat scenarios are required to measure and evaluate the impacts of security incidents on specific critical assets and the facility overall.

#### ***A1) One Credit – Consequence Assessment***

- 1) A Competent Person(s) has conducted a consequence assessment utilising a set of credible scenarios developed from the security threat assessment.
- 2) Consequences are graded based on their severity.

#### ***A2) One Credit – Consequence Reporting***

- 1) The Competent Person(s) has documented the consequences in a format that is consistent to threat and vulnerability assessment outputs.

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Risk'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of factors influencing the impacts of security incidents in the built environment and be relevant to the type and scale of facility.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Speculative Build Projects	<p>Where the end user(s) of a facility are unknown at interim assessment stage (design / shell &amp; core), it will be necessary to present a preliminary Consequence Assessment which will be subject to update once the end user(s) are known. This updated assessment shall take account of tenant specific consequences associated with each security incident and inform fit out proposals.</p>

## Methodology

A range of potential impacts should be considered in consequence assessment. Examples are provided below for illustration purposes only.

Illustrative Category	Illustrative Measures of Impact
Loss of Asset Value	Reinstatement / replacement costs - £/\$
Mission Disruption (operational continuity)	Duration and/or costs - £/\$
Compliance	Claims / Fines - £/\$ Prosecutions
Reputation / Goodwill	Goodwill impairment - £/\$ Media coverage - duration (time) and scope (local, regional, national, international)

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Consequences should be graded by severity. The grade is dependent on the type of assessment conducted and can be qualitative, semi-qualitative or quantitative. However, there is a need for consistency between threat, vulnerability and consequence grading. Examples are provided below for illustration purposes only.

Type of analysis	Illustrative Grades
Qualitative	Very Low Low Moderate High Very High
Semi-quantitative	Very Low = 1 Low = 2 Mod = 3 High = 4 Very High = 5
Quantitative	<u>Economic</u> £1-10 £11-1000 £1001-10000 £10001-100000 <u>Disruption</u> 1-3days 4-10days 11-100days 101-1000days

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### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A2	Outputs of the Consequence Assessment shall be included in the facility Risk Register. Refer to CN2 for speculative build projects.		

### Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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## FSR2.5 Risk Evaluation

Number of credits available	Minimum Standard
3	A1 & A2 - Outstanding & Excellent

### Aim

To encourage decisions related to facility security to be made on the basis of risk, using outputs from the risk identification and analysis process.

### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) Two credits for Setting Security Risk Criteria
- A2) One credit for Risk Evaluation

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of two credits in A1 is subject to the award of FSR1.2(A3).
- 2) The award of credit A2 is subject to the award of FSR2.1(A2), as a Risk Register is required to facilitate the evaluation process.

#### **A1) Up to Two Credits – Setting Security Risk Criteria**

- 1) The Security Manager(s) documents security risk criteria to be used in the evaluation of risk (1 credit).
- 2) When determining security risk criteria, the Security Manager(s) takes into account internal and external stakeholder views established through formal consultation in accordance with the consultation plan (1 credit).

#### **A2) One Credit – Risk Evaluation & Reporting**

- 1) A Competent Person(s) evaluates security risks to identify where mitigation is required and the priorities for improvement.
- 2) A Competent Person(s) documents the outputs of the risk evaluation, highlighting which risks need to be subject to further analysis or risk mitigation.

### Checklists and tables

#### Credit A1

A checklist of questions that may be used to test the robustness of the risk criteria setting process:

Did the Security Manager(s):

- consider the breadth of potential security incidents – how/who/what/why/when?

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- consult with stakeholders to obtain their views?
- have regard for the facility security risk management policy, objectives or project brief?
- have regard for other policies?
- consider what represents a maximum tolerable impact?
- consider what impacts may be regarded as insignificant?
- consider what duration of impact is tolerable?
- consider what duration of impact may be regarded as insignificant?
- consider what likelihood of incident is tolerable?
- consider what likelihood of incident may be regarded as insignificant?
- consider and compare risk criteria proposals against other, non-security risk criteria?

### Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Risk'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security risk assessment in the built environment.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>

### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	A2 – Outputs in the Risk Register.		

## Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).



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## FSR 2.6 Strategic Options Appraisal

Number of credits available	Minimum Standard
1	A1 – Outstanding

### Aim

To encourage a strategic approach to security risk management where all options for risk mitigation are explored before resorting to protective security treatment.

### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One credit for strategic option appraisal

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of this credit is subject to the award of FSR2.1(A2) as a Risk Register is required to identify which security risks should be subject to mitigation.

#### **A1) One Credit - Strategic Option Appraisal**

- 1) Before documenting a facility security strategy, the Security Manager(s) considered a series of strategic risk management options before adopting protective security measures.

*Note: Strategic risk mitigation options may include but not be limited to the following:*

- a) avoiding the risk by removing the attributes that make the facility a target;*
  - b) accepting the risk in order to pursue the associated opportunities;*
  - c) removal or reduction of the threat through deterrence or disguise;*
  - d) reducing the likelihood of an incident through protective measures;*
  - e) reducing the consequences through protective and reactive measures;*
  - f) sharing the risk with another party or parties e.g. insurance;*
  - g) retaining the risk by informed decision.*
- 2) The Security Manager(s) establishes feasibility for each option and evaluates whether residual risks are acceptable following mitigation.
  - 3) The Security Manager(s) documents strategic options along with associated costs and benefits.

### Checklists and tables

None.

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### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

### Additional Information

None.

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## FSR 2.7 Risk Communication & Documentation

Number of credits available	Minimum Standard
1	A1 - Outstanding

### Aim

To encourage open dialogue, engagement with and decision making by the Responsible Person(s) in relation to security risk mitigation options.

### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One Credit for Risk Communication and Documentation

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of the credit is subject to the award of FSR2.1(A2) as a Risk Register is required to communicate the outputs of security risk assessment
- 2) The award of this credit is subject to the award of FSR2.6 as strategic risk mitigation options need to be in place to make appropriate recommendations to the Responsible Person(s).

#### **A1) One Credit - Risk Communication and Documentation**

- 1) The Security Manager(s) communicates the outputs of the security risk assessment process (content of the Risk Register) to the:
  - a) Responsible Person(s) – in the case of an existing (In-Use) facility
  - b) Employer’s Representative – in the case of a new facility
- 2) The Security Manager(s) highlights the priorities for risk mitigation and strategic recommendations for risk mitigation.
- 3) The Responsible Person(s) reviews recommendations prior to approval of the adoption of new protective security measures.

### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

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### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

### Additional Information

None.

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## PSF: PLANNING FOR A SECURE FACILITY

### PSF1: FACILITY SECURITY STRATEGY

#### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	25%	20%

	New Facility & In-Use Assessment				
Minimum Standards	Acceptable	Good	Very Good	Excellent	Outstanding
	---		1.1(A1)		
	---				1.7(A1)

#### Summary

The requirements within this section encourage the:

- adoption of a strategic approach to the planning, design and specification of facility security controls;
- adoption of system level thinking, where the security strategy is focused on the ultimate facility security objectives;
- adoption of solutions that are fit for purpose and are consistent with other facility policies and objectives;
- development of resilient security solutions that can adapt to changing circumstances;
- appropriate balance to ensure that regardless of the approach taken by the adversary, they will encounter security controls.

Issue ID	Issue Name	Credits	Issue Weight
PSF1.1	A Holistic Approach	1	10
PSF1.2	A Systems Approach	1	10
PSF1.3	Fit for Purpose	1	5
PSF1.4	Defence in Depth	2	20
PSF1.5	Resilience	2	40
PSF1.6	Balanced Protection	1	5
PSF1.7	Security Strategy Communication	1	10
<b>Totals</b>		9	100%

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### PSF1.1 A Holistic Approach

Number of credits available	Minimum Standard
1	Very Good, Excellent & Outstanding – A1

#### Aim

To encourage the adoption of a holistic approach to facility security risk treatment that draws on facility planning, physical, technological and procedural controls to mitigate risks.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One credit for a Facility Security Strategy

The following is required to demonstrate compliance:

#### *Pre-requisites*

1) The award of the credit is subject to the award of FSR2.1(A2) as a Risk Register forms the foundation of the solutions documented in a security strategy.

#### **A1) One Credit – Facility Security Strategy**

1) A Competent Person(s) documents a security strategy for the facility.

2) The facility security strategy outlines:

- what is to be achieved by facility security (performance requirements);
- the recommended security concepts for mitigating the security risks outlined in the Risk Register, including how the following are to be used to reduce the likelihood or consequence of security incidents:
  - i. Spatial planning and the design of built structures. This is often referred to as Crime Prevention through Environmental Design (CPTED). Refer to CN6.
  - ii. Technical (i.e. physical and electronic) security measures.
  - iii. Operational security (people, policies and procedures).

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Strategy'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists.</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of how to develop and document a security strategy for a facility of comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Facility Security Strategy	<p>A controlled document that as a minimum identifies:</p> <ol style="list-style-type: none"> <li>a) the date of preparation</li> <li>b) the revision</li> <li>c) the author and approval status</li> </ol> <p>The scope shall extend to the:</p> <ol style="list-style-type: none"> <li>a) Facility legal boundary or assessment scope (as appropriate)</li> <li>b) Facility security system boundaries, taking into account applicable dependencies.</li> </ol>
CN3	Up-to-date strategy	<p><u>In Use Assessment</u></p> <p>The facility security strategy is up-to-date and reflects the current state of the facility, including any recently completed projects.</p>

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Ref	Terms	Description
CN4	Security concepts	<p>Concepts should be supported by site plans, sketches, drawings, photographs and imagery (as appropriate) to provide context and support the security strategy narrative.</p> <p>The scope of the security strategy should address the following in relation to the specific threats identified for the facility:</p> <ul style="list-style-type: none"> <li>• Deterrence</li> <li>• Detection</li> <li>• Disruption</li> <li>• Denial</li> <li>• Delay</li> <li>• Response</li> <li>• Recovery</li> </ul>
CN5	Speculative Build Projects	<p>Where the security strategy outlines security controls that will not be installed as part of the base build (shell &amp; core), to achieve recognition for the controls as part of the design and shell &amp; core SABRE interim assessments, it will be necessary to clearly articulate within the security strategy report, what is to be included in the base build and what controls will be subject to installation as part of the facility fit-out by the tenant and their chosen contractor(s).</p> <p>In addition, the shell &amp; core handover information shall incorporate performance and design specifications for controls subject to tenant installation.</p> <p>If the facility security strategy does not include security controls within the tenanted areas, the tenant will be free to determine their requirements which will be subject to assessment alongside base build elements at the SABRE full assessment and certification stage.</p>
CN6	Crime Prevention through Environmental Design (CPTED)	<p>CPTED is a multi-disciplinary approach to deterring criminal behavior through environmental design. Whilst definitions may vary by region, CPTED is generally recognised as comprising the following main elements:</p> <ul style="list-style-type: none"> <li>• Natural Surveillance;</li> <li>• Natural Access Control;</li> <li>• Territorial Reinforcement;</li> <li>• Maintenance; and</li> <li>• Activity Support.</li> </ul>



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### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	Facility Security Strategy (Refer to compliance notes).		

### Additional Information

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## PSF1.2 A 'Systems' Approach

Number of credits available	Minimum Standard
1	None

### Aim

To encourage a systems based approach to security strategy development that leads to an effective facility security system.

### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for System Level Performance Testing and Optimisation

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of this credit is subject to the award of FSR2.2(A3) as the scenarios are required to analyse system effectiveness.
- 2) The award of this credit is subject to the award of the first credit in FSR2.5(A1) as criteria are required to evaluate the effectiveness of the security system controls.
- 3) The award of this credit is subject to the award of PSF1.1(A1) as a strategy report documents the approach to facility security.

#### **A1) One Credit – System Level Performance Testing and Optimisation**

- 1) A Competent Person(s) develops a series of incident scenarios based on the Design Basis Threats (DBTs) established in FSR2.2(A3) and uses those scenarios to test the effectiveness of the overall facility security system.
- 2) The facility security strategy incorporates system integration and interoperability performance requirements.

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Strategy'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists.</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security threat and how to develop and document a security strategy for a facility of a comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

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### PSF1.3 Fit For Purpose

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the development of a security strategy that is consistent with facility applicable requirements, supports end user(s) mission objectives and minimises conflict with legitimate users.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One credit for addressing all applicable requirements

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of this credit is subject to the award all credits in FSR1.1-1.6 and PSF1.1(A1) to ensure all applicable requirements are identified.

#### **A1) One Credit – Applicable Requirements**

- 1) The security strategy addresses all applicable requirements established in FSR 1.1-1.6.
- 2) The security strategy includes a compliance statement signed by the Competent Person(s).

#### Checklists and tables

None.

#### Compliance Notes

None.

#### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	<p>Security strategy report is consistent with applicable requirements and a statement of compliance with the following:</p> <ul style="list-style-type: none"> <li>a) project security brief (New Facility Assessment and for projects)</li> <li>b) security policy and security objectives (In-Use Facility Assessment)</li> <li>c) the facility security risk acceptance criteria i.e. all risks outlined within the Security Risk Register are mitigated assuming full security strategy implementation.</li> </ul>		

## Additional Information

None.

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#### PSF1.4 Layering & Defence in Depth

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage the application of the principles of layered security and defence in depth in order to make the facility security system more difficult for an adversary to defeat.

#### Assessment Criteria

This issue consists of two parts:

- A1) One credit for protective security layering.
- A2) One credit for defence in depth.

The following is required to demonstrate compliance:

#### **A1) One Credit – Protective Security Layering**

- 1) Facility security incorporates protective security controls in multiple layers, with the objective of minimising single points of failure.

#### **A2) One Credit – Defence in Depth**

- 1) Facility security avoids an over-reliance on any one type of security control by deploying a combination of diverse controls.

#### Checklists and tables

None.

#### Compliance Notes

Ref	Terms	Description
CN1	Security Layering	To evidence security layering, it is necessary to demonstrate the presence of the same security function at multiple layers, rather than the same type of control being present at multiple layers.  <i>Example: Detection at a perimeter fence may be provided by an electronic system, while at the façade, the detection function may be the responsibility of a guard. In this case, there is evidence of layering, as there is detection at multiple layers and an adversary must defeat both controls to go undetected.</i>
CN2	'Diverse Controls'	A range of solutions to enhance security at a facility, such as the use of spatial planning, environmental (natural) barriers, physical, technological and procedural controls.

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### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

### Additional Information

None.

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### PSF1.5 Resilience (Adaptability & Scalability)

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage the development of a resilient security system where appropriate facility security can be maintained despite changing circumstances.

#### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) One credit for security strategy adaptability.
- A2) One credit for security strategy scalability.

The following is required to demonstrate compliance:

#### Pre-requisite

- 1) The award of credit A2 is subject to the award of FSR2.2(A1-B) as threat levels are required to define response levels.
- 2) The award of credit A1 and A2 are subject to the award of PSF1.1(A1) as a strategy report is required to document the approach to facility security.

#### **A1) One Credit – Security Strategy Adaptability**

- 1) The facility security strategy describes how facility security is maintained during:
  - a) Sub-system and component failure(s)
  - b) Sub-system and component maintenance
  - c) Loss of service(s) upon which the facility security is dependent (Refer to FSR1.5)

#### **A2) One Credit – Security Strategy Scalability**

- 1) The facility security strategy describes a minimum of two operational security response levels for adoption at different levels of security threat (Refer to CN1).

#### Checklists and tables

None.



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## Compliance Notes

Ref	Terms	Description
CN1	Security Strategy Scalability	The two (or more) operational security response levels shall be reflected in the Security Risk Register (FSR2.1, A2), the Security Strategy (PSF1.1, A1) and the Security Risk Management Plan (PSF 3.1, A1).

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	System adaptability is documented within the facility security strategy.		
A2	System scalability is documented within the facility security strategy.		

## Additional Information

Resilience describes the ability of a system to bounce back from a failure or disruptive event and to continue to offer an acceptable level of performance. This level of performance may not be the same as the 'normal' operating condition.

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### PSF1.6 Balanced Protection

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage a balanced approach to facility security planning, so that regardless of how the adversary attempts to accomplish their goal, effective security controls will be encountered.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for developing a balanced security strategy

The following is required to demonstrate compliance:

#### Pre-requisite

- 1) The award of this credit is subject to the award of PSF1.1(A1) as a security strategy is required to document the approach to facility security.

#### **A1) One Credit – A Balanced Security Strategy**

- 1) The facility security strategy outlines how balance in facility security is achieved, so that effective security controls will be encountered regardless of the adversary's choice of attack path.

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Strategy'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security threat and how to develop and document a security strategy for a facility of a comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Balance	The assessment should establish whether balance is achieved spatially (across the whole facility). Balance does not refer to the use of a diverse set of controls which is captured by credit PSF1.4(A2).

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

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### PSF1.7 Security Strategy Communication

Number of credits available	Minimum Standard
1	A1 - Outstanding

#### Aim

To encourage stakeholder review and approval of the strategic plan for facility security before committing to design, operational security planning and implementation.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for security strategy review and approval

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of this credit is subject to the award of PSF1.1(A1).

#### **A1) One Credit – Security Strategy Review and Approval**

- 1) The security strategy has been communicated to the:
  - a) Responsible Person(s) – in the case of an existing (In-Use) facility
  - b) Employer’s Representative – in the case of a new facility
- 2) In the case of New Facility assessment, the review and approval of the strategy occurred at, or prior to, the completion of Concept Design (Refer to CN2).

In the case of an In-Use Facility assessment, the facility Responsible Person(s) shall have approved the latest revision of the facility security strategy.

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Security Strategy Report	A controlled document that as a minimum identifies: <ul style="list-style-type: none"> <li>a. the date of preparation</li> <li>b. the revision</li> <li>c. the author and approval status</li> </ul>
CN2	Delayed security strategy	This credit may still be achievable even if the strategy was developed post-concept design, if the competent person(s) confirms that implementation of the security strategy is not unduly restricted, impaired or prevented as a result of the delayed production of the strategy i.e. everything that would and could have been recommended can still be implemented.

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	Approved facility security strategy		

## Additional Information

*Responsible Person* – The person(s) holding ultimate responsibility and accountability for facility security. They can be identified using the following criteria:

- Person(s) in control of the facility (as occupier or otherwise) in connection with carrying on by him of a trade, business or other undertaking (for profit or not); or
- The owner(s), where the person(s) in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

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## PSF2: FACILITY SECURITY DESIGN

### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	20%	10%

	New Facility & In-Use Assessment				
Minimum Standards	Acceptable	Good	Very Good	Excellent	Outstanding
	2.1(A2)				
	---				2.2(A2)

### Summary

The requirements within this section encourage and reward:

- the adoption of physical and technological controls that are consistent with the facility security strategy
- appropriate security design and specification documentation
- the design of integrated security controls
- security controls that can be safely maintained and maintained without compromising the security of the facility

Issue ID	Issue Name	Credits	Issue Weight
PSF2.1	Environmental, Physical & Technological Controls	Up to 4	50
PSF2.2	Integrated Security Design	3	30
PSF2.3	Designed with Maintenance in Mind	1	20
<b>Totals</b>		8	100%

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## PSF2.1 Physical & Technical Controls

Number of credits available	Minimum Standard
Up to 4 credits (including 1 Bonus credit)	A2 – All Ratings

### Aim

To encourage the development and documentation of a facility security design that is consistent with the risk register and facility security strategy.

### Assessment Criteria

This issue is consists of pre-requisites and two parts:

- A1) Up to three credits for a Technical Security Design
- A2) One credit for Capital Cost Reporting

The following is required to demonstrate compliance:

### Pre-requisite

- 1) The award of credit A1 is subject to the award of FSR2.1(A2) as a Risk Register is required to establish appropriate security controls.

### **A1) Up to Three Credits (Two credits + Bonus Credit) – Technical Security Design**

- 1) A Competent Person(s) has documented the physical and technical security design for the facility.
- 2) The design includes complete information for all facility security sub-systems and components, including performance and technical specifications.
- 3) Specifications include relevant national and international standards.
- 4) Specifications include integration and interoperability requirements (Refer to CN3).
- 5) The design has been reviewed and approved by:
  - a) Facility Security Manager (in the case of In-Use facilities).
  - b) Employer Representative (in the case of New Facilities).

**Bonus Credit:** The technical security design is reviewed by an independent (3<sup>rd</sup> party) Competent Person(s) and all applicable recommendations have been implemented prior to design approval by the:

- a) Facility Security Manager (in the case of In-Use Facilities).
- b) Employer Representative (in the case of New Facilities).

### **A2) One Credit – Capital Cost Reporting**

- 1) Report the capital cost for physical and technical measures expressed as a percentage of facility build cost.

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### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Capital Cost	<p>At the design stage (interim) assessment, a predicted cost is acceptable.</p> <p>In the case of as-built and in-use assessment, actual costs should be provided unless this information is not known e.g. in the case of mature facilities, in which case a best estimate should be provided.</p>
CN2	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Technical Security Design'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security strategy and security engineering design for a facility of comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN3	Speculative Build Projects	<p>Where a tenant is responsible for installing security controls as part of the fit-out of the facility, specifications shall be provided to the tenant in handover information.</p> <p>It is necessary to ensure that overall facility security system performance is not impacted by the selection of incompatible systems and components at the shell &amp; core and fit-out procurement stages.</p> <p>Where integration and interoperability are required between tenant and landlord systems, this shall be documented in the performance and design specifications and included in the shell &amp; core handover information provided to the tenant and their contractor.</p>



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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	A complete security design package suitable for tendering purposes, incorporating drawings, schedules, performance and technical specifications.	As built information, including photos, certificates, manufacturers literature and any documentation required by applicable security sub-system and component standards.  Any deviation from the design stage information must be supported by a technical justification supplied by the Competent Person confirming a non-worsening of facility security.  Handover information shall include any specifications for systems to be installed by the tenant as part of fit-out and that need to interface with base build systems.	As built information, including photos, certificates, manufacturers literature and any documentation required by applicable security sub-system and component standards.  Any deviation from the design stage information must be supported by a technical justification supplied by the Competent Person confirming a non-worsening of facility security.
A2	Planned (budget) costs for physical and technical systems.	Planned (budget) costs for physical and technical systems.	Actual capital cost (Refer to CN1)

## Additional Information

None.

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## PSF2.2 Integrated Security Design

Number of credits available	Minimum Standard
3 credits	Outstanding – A2

### Aim

To encourage the development of a fully coordinated facility security design that is fit for purpose.

### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) Two credits for Design Documentation
- A2) One credit for Integrated Data Management

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of these credits is subject to the award of PSF2.1(A1).

#### **A1) Two Credits – Design Documentation**

- 1) The Security Manager(s) identifies features outside the technical security design (Refer to PSF2.1), that contribute to the facility security.

*Note: This may include landscape and architectural features, infrastructure and engineering systems whose primary function is not security or for which design responsibility falls to other technical disciplines.*

#### **A2) One Credit – Integrated Data Management**

- 1) The Security Manager(s) communicates and coordinates (Refer to CN1) requirements for all features identified in A1 to:
  - a. Other technical disciplines (New Facility assessment)
  - b. Other parties holding responsibilities for those features (In-Use assessment).

### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Communication and coordination	This requires structured processes, procedures and tools for producing, exchanging, developing and reviewing information relating to facility built assets.

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		<i>Note: New collaboration tools, such as BIM, assist in reducing design conflicts, rework and costly changes late in the design or construction process and also support effective asset management.</i>
--	--	---

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

### PAS 1192-5: SPECIFICATION FOR SECURITY-MINDED BUILDING INFORMATION MANAGEMENT, DIGITAL BUILT ENVIRONMENTS AND SMART ASSET MANAGEMENT

In implementing BIM, employers, their supply chain and asset managers need to consider how to secure for example, the intellectual property, the physical asset, the processes, the technology, the people and the information associated with the asset. PAS 1192:5 specifies a security minded approach to be adopted at all times. The security minded approach applies to all processes and tools used by the employer and the whole of their supply chain.

Information security is addressed in the following SABRE technical criteria:

- a) MAN1.12 Facility Information Security
- b) MAN3.3 Employer Information Security Requirements

Key life cycle stages – The key stages of the facility life cycle includes the following:

- CIC Stage 2 - Concept Design
- CIC Stage 3 - Definition
- CIC Stage 4 - Design
- CIC Stage 5 - Build and commission
- CIC Stage 6 - Handover and Close Out
- CIC Stage 7 - In Use

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### PSF2.3 Designed with Maintenance in Mind

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the design of security controls that can be safely maintained without compromising the security of the facility.

#### Assessment Criteria

This issue consists of a single part:

- A1) One credit for a Service Life Maintenance Plan

The following is required to demonstrate compliance:

#### **A1) One Credit – Service Life Maintenance Plan**

- 1) A service life maintenance plan is in place which outlines procedures for preventative and reactive maintenance of facility security systems, sub-systems and components.
- 2) The maintenance plan includes, the following information:
  - a) Schedule for preventative maintenance (in accordance with manufacturer instructions and applicable standards);
  - b) Maintenance recording procedure;
  - c) Seasonal commissioning and continuous commissioning requirements (if any);
  - d) Actions required in response to system, sub-system and component failures;
- 3) The maintenance plan outlines security considerations (if any) relating to maintenance activities, such as:
  - a) Control and supervision of maintenance activity;
  - b) Personnel security requirements relating to internal staff and 3<sup>rd</sup> party contractors involved in maintenance activity;
  - c) Temporary controls required for the duration of maintenance activity.

#### Checklists and tables

None.

#### Compliance Notes

None.

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**Methodology**

None.

**Evidence**

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	A written plan or maintenance specification for all facility security systems.		

**Additional Information**

None.

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### PSF3: FACILITY SECURITY RISK MANAGEMENT PLAN

#### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	20%	10%

	New Facility & In-Use Facility Assessment				
Minimum Standards	Acceptable	Good	Very Good	Excellent	Outstanding
	3.1(A4)				
	---			3.2(A1)	

#### Summary

The requirements within this section encourage the development, documentation and communication of a facility security management plan. The plan will:

- outline the personnel and procedural controls required to successfully implement the facility security strategy;
- allow measurement and evaluation of operational security performance;
- allow prediction of operational security costs over the life of the facility.

Issue ID	Issue Name	Credits	Issue Weight
PSF3.1	Personnel and procedural controls	6	60
PSF3.2	Security Organisation	1	20
PSF3.3	Roles & Responsibilities	1	10
PSF3.4	Competence	1	10
<b>Totals</b>		9	100%

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### PSF3.1 Personnel & Procedural Controls

Number of credits available	Minimum Standard
Up to 6 Credits	A4 – All Ratings

#### Aim

To encourage the development of a management plan that provides clear expectations related to personnel security and operational security management.

#### Assessment Criteria

This issue consists of pre-requisites and four parts:

- A1) Three credits for a Security Risk Management Plan
- A2) One credit for Operational Response Levels
- A3) One credit for independent 3<sup>rd</sup> party review
- A4) One credit for an Operational Security Budget

The following is required to demonstrate compliance:

#### Pre-requisite(s)

- 1) The award of Credits A1, A2 & A3 is subject to the award of FSR2.1(A2) as a Risk Register is required to inform security requirements.
- 2) The award of Credit (A2) is subject to the award of credit FSR2.2(A1-B) and PSF1.5(A2), as response levels are required to plan appropriate operational security.

#### **A1) Three Credits – Security Risk Management Plan**

- 1) The Security Manager(s) documents a security risk management plan for the facility (sometimes referred to as a Security Concept of Operations (CONOPS)).
- 2) For each mode of operation, the plan outlines the role of personnel in the delivery of facility security (operational security requirement).

*Note: For most facilities, there will be at least two modes of operation e.g. during normal opening hours and outside normal opening hours. However, this is dependent on the type of facility, with some being fully operational 24hrs a day.*

- 3) The plan is approved by the following, as appropriate:
  - a) Facility Security Manager (in the case of In-Use facilities)
  - b) Employer Representative (in the case of New Facilities)

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**A2) One Credit – Operational Response Levels**

- 1) The operational security requirement is defined at a minimum of two operational response levels.

*Note: Some facilities, such as military establishments and government buildings may have three or more operational response levels e.g. Normal, Heightened, Severe.*

**A3) One Credit - Independent 3<sup>rd</sup> Party Review**

- 1) The security risk management plan has been reviewed by an independent (3<sup>rd</sup> party) Competent Person(s) and all applicable recommendations have been implemented prior to approval by the:
  - a) Facility Security Manager (in the case of In-Use facilities)
  - b) Employer Representative (in the case of New Facilities)

**A4) One Credit - Operational Security Resource Needs**

- 1) The Security Manager has communicated facility operational security resource needs to the Responsible Person(s), taking into consideration:
  - a) Internal security organisation staffing
  - b) Outsourced 3rd party services e.g. guarding, vetting, maintenance contracts

**Checklists and tables**

None.



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## Compliance Notes

Ref	Terms	Description
CN1	Independent 3 <sup>rd</sup> Party Competent Person(s)	<p>The following are acceptable in terms of demonstrating independence:</p> <ul style="list-style-type: none"> <li>a) no current or previous affiliation with the facility under assessment i.e. its ownership, procurement, operation, security.</li> <li>b) No current or previous affiliation with the owner, occupier or 3<sup>rd</sup> party security service providers used by the facility.</li> </ul> <p>The following are deemed to be appropriate:</p> <ul style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Operational Security'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists.</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ul style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of facility operational security and budgeting.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ul> </li> </ul>
CN2	Multi-tenanted Buildings and Speculative Build Projects	<p>The scope of the facility Security Risk Management Plan extends to the spatial scope of the SABRE Assessment.</p> <p>The plan may be subdivided into two parts:</p> <ul style="list-style-type: none"> <li>1) requirements that are fulfilled jointly by all tenants, the landlord or their managing agents</li> <li>2) requirements that apply to individual tenants or the landlord only.</li> </ul> <p>In the case of speculative build projects, at interim assessment the future tenant(s) may be unknown and therefore a preliminary security risk management plan may address only the common areas of the development. However, it is important at the interim assessment stages (Design and S&amp;C) that any assumptions related to security risk management that could impact the business of a prospective tenant are documented.</p>

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Ref	Terms	Description
CN3	Up-to-date plan	<u>In Use Assessment</u> The facility security risk management plan is up-to-date i.e. reflects the current state of the facility, including any recently completed projects.

### Methodology

Typically, security resourcing requirements will be determined through a task analysis. This analysis will establish requirements based on what needs to be done, how often and by who.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1, A2	Preliminary Security Risk Management Plan (CONOPS) or documented assumptions.  Approved by the Employer Representative(s)	Preliminary Security Risk Management Plan (CONOPS) or documented assumptions.  Approved by the Employer Representative(s)	Security Risk Management Plan (CONOPS)  Approved by the Responsible Person(s)  Refer to CN3 where a project(s) has been undertaken at the facility.
A3	Independent 3 <sup>rd</sup> party review recommendations and implementation status.		
A4	One or more of the evidence types listed in the SABRE evidential requirements can be used to demonstrate compliance with these criteria.		

### Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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### PSF3.2 Security Organisation

Number of credits available	Minimum Standard
1	A1 - Outstanding & Excellent

#### Aim

To encourage the development of a security organisation structure and human resource requirement for successful implementation of the facility security strategy.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One credit for a Security Structure / Organogram

The following is required to demonstrate compliance:

#### Pre-requisite

1) The award of this credit is subject to the award of PSF3.1(A1)

#### A1) One Credit – Security Structure / Organogram

- 1) The facility security risk management plan is supported by an organogram highlighting:
  - a) The structure of the facility security organisation
  - b) The number of personnel at each level in the security organisation hierarchy
  - c) External resources upon which the plan is dependent
  - d) How the facility security organisation links to the wider business structure

#### Checklists and tables

None

#### Compliance Notes

None

#### Methodology

None.

#### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	Facility security organisation structure (chart / diagram)		

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### PSF3.3 Roles & Responsibilities

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the definition of responsibilities for each role within the security organisation and for those facility users that do not have defined roles within the organisation.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for the Definition of Security Responsibilities

The following is required to demonstrate compliance:

#### Pre-requisite

- 1) The award of this credit is subject to the award of PSF3.1(A1)

#### **A1) One Credit – Definition of Security Responsibilities**

- 1) Security responsibilities, authority and accountability have been defined and documented for each role within the security organisation structure.
- 2) Security duties have been defined for facility end users that do not have defined roles within the security organisation. As a minimum, this shall include:
  - a) Staff;
  - b) Visitors;
  - c) 3<sup>rd</sup> parties e.g. contractors, suppliers.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	Multi-tenanted buildings	It is necessary to highlight tenant roles and responsibilities as well as those of the landlord or their managing agent.

#### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	The Security Risk Management Plan includes role descriptions and responsibilities for all roles defined within the security organisation		
	The Security Risk Management Plan includes duties for end users that do not have defined roles within the security organisation.		

## Additional Information

None.

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### PSF3.4 Competence

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the definition and documentation of the competencies required for each role within the security organisation.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for the Definition of Competencies

The following is required to demonstrate compliance:

#### *Pre-requisite*

- 1) The award of this credit is subject to the award of PSF3.1(A1).

#### **A1) One Credit – Definition of Competencies**

- 1) Competencies are documented for each role within the security organisation.

#### Checklists and tables

None.

#### Compliance Notes

None.

#### Methodology

None.

#### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	The Security Risk Management Plan includes documented competencies for each role within the security organisation.		

#### Additional Information

Competence – The ability to undertake a role successfully based on possession of knowledge, skills, qualifications and experience.

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## MAN: FACILITY SECURITY IMPLEMENTATION & MANAGEMENT

### MAN1: SECURITY RISK MANAGEMENT SYSTEM

#### Section Overview

New Facility	
<b>Section Weighting</b>	N/A
<b>Minimum Standards</b>	<p>This section applies only to In-Use certification.</p> <p>The SABRE Registered Assessor will not include the credits in this section when determining the SABRE Rating for a New Facility Certificate. However, applicants should be aware that a New Facility certificate expires two years after award and the credits will be assessed for any subsequent In-Use SABRE Rating.</p>

In-Use Facility					
<b>Section Weighting</b>	20%				
<b>Minimum Standards</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Outstanding</b>
	1.1(A2)				
	1.2(A1)				
	1.3(A2)				
	1.4(A1)				
	---			1.4(A2)	
	1.10(A1)				
	---				1.12(A1)
	---				1.12(A2)
					1.13(A1)
					1.13(A2)

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## Summary

The requirements within this section encourage leadership and commitment to security risk management at a facility. It requires the operation and maintenance of a security risk management system that supports effective facility security.

Issue ID	Issue Name	Credits	Issue Weight
MAN1.1	Security Leadership	7	20
MAN1.2	Security Policy	2	15
MAN1.3	Security Roles, Responsibilities & Authority	5	5
MAN1.4	Cooperation & Coordination	3	20
MAN1.5	Facility Security Strategy	1	2
MAN1.6	Resources / Support	2	5
MAN1.7	Competence	2	15
MAN1.8	Training and Exercises (Drills)	5	2
MAN1.9	Security Awareness & Communication	3	2
MAN1.10	Documented Information	1	1
MAN1.11	Testing, Commissioning, Maintenance & Repair	2	2
MAN1.12	Facility Information Security	3	5
MAN1.13	Performance Monitoring & Evaluation	3	2
MAN1.14	Audit	2	1
MAN1.15	Management Review	1	1
MAN1.16	Non-conformity & Corrective Actions	3	1
MAN1.17	Continual Improvement	1	1
<b>Totals</b>		46	100%



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## MAN1.1 Security Leadership

Number of credits available	Minimum Standard
7 credits	A2 – All Ratings

### Aim

To encourage at a facility-level, leadership and commitment to security risk management.

### Assessment Criteria

This issue consists of pre-requisites and seven parts:

- A1) One credit for Security Policy and Objectives
- A2) One credit for a Facility Security Manager(s)
- A3) One credit for Security Risk Management System Review
- A4) One credit for Resources
- A5) One credit for Communication
- A6) One credit for Business Processes
- A7) One credit for Continual Improvement

The following is required to demonstrate compliance:

### Prerequisite

- 1) The award of Credit A7 is subject to the award of Credit A3.

### **A1) One Credit – Security Policy and Objectives**

- 1) The Responsible Person(s) ensures the facility has a documented:
  - a) Security Policy
  - b) Security Objectives
- 2) The Responsible Person(s) reviews and approves the facility security policy and objectives.

### **A2) One Credit – Facility Security Manager(s)**

- 1) The Responsible Person(s) designates a Facility Security Manager(s).

### **A3) One Credit – Security Risk Management System Review**

- 1) The Responsible Person(s):
  - a) monitors and evaluates the performance of the security management system
  - b) reviews facility security performance against allocated resources.

### **A4) One Credit – Resources**

- 1) The Responsible Person(s):

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- a) requests an operational security budget from the facility security manager; and
- b) reviews and approves the security budget, prior to allocating resources for security.

**A5) One Credit – Communication**

- 1) The Responsible Person(s) communicates the importance of security risk management at the facility.
- 2) The method(s) and frequency of communication shall be consistent with other facility policy.

**A6) One Credit – Business Processes**

- 1) The Responsible Person(s) ensures integration of facility security risk management requirements within business processes undertaken at the facility

**A7) One Credit – Continual Improvement**

- 1) The Responsible Person(s) seeks and promotes continual improvement.
- 2) In reviewing the Security Risk Management System, the Responsible Person requires the Security Manager to demonstrate continual improvement.

**Checklists and tables**

None.

**Compliance Notes**

Ref	Terms	Description
CN1	'Business Processes'	<ol style="list-style-type: none"> <li>1) Policies and procedures implemented by business units</li> <li>2) Policies and procedures implemented across corporate services, such as <ul style="list-style-type: none"> <li>• Human Resources (HR)</li> <li>• Information Systems (IS)</li> <li>• Estates/Facilities Management</li> <li>• Marketing</li> <li>• Corporate compliance / Legal</li> <li>• Health &amp; Safety</li> </ul> </li> </ol>
CN2	Security Policy	<p>A controlled document that as a minimum identifies:</p> <ol style="list-style-type: none"> <li>a. the date of admission to the document register</li> <li>b. author, reviewer/approver</li> <li>c. approval status</li> </ol>

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## Methodology

None.

## Evidence

Criteria	In Use Assessment
A1	Written Security Policy & Objectives – Refer to CN2
A2	Confirmed appointment with role, responsibilities and accountability expressed within the job description and/or the terms and conditions of employment.
A3 / A5	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
A4	1) Security Budget Proposal 2) Budget Approval
A6	Refer to CN1.

## Additional Information

### Facility Security Manager:

A role designated by the Responsible Person. The role is associated with the necessary authority, responsibilities and accountability to ensure facility security policy and objectives can be achieved. The incumbent(s) may need to successfully complete personnel security checks prior to appointment to the role. This will usually be determined at an enterprise level and captured in corporate security risk management requirements (FSR1.3).

### Responsible Person:

The person(s) holding ultimate responsibility and accountability for facility security. They can be identified using the following criteria:

- person(s) in control of the facility (as occupier or otherwise) in connection with carrying on by him of a trade, business or other undertaking (for profit or not); or
- the owner(s), where the person(s) in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

### Security Policy:

General commitment, direction or intention of the Responsible Person(s) with respect to security risk management.

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## MAN1.2 Security Policy

Number of credits available	Minimum Standard
2	A1 – All Ratings

### Aim

To encourage facilities to establish policy and set objectives for facility security. This will provide guidance for decision making, allow facility security performance to be measured and improved over time.

### Assessment Criteria

This issue is split into two parts:

- A1) One credit for a Security Policy
- A2) One credit for Policy Communication

The following is required to demonstrate compliance:

#### **A1) One Credit – Security Policy**

- 1) The Security Manager(s) develops and manages the implementation of a facility security policy on behalf of the Responsible Person(s).
- 2) The policy:
  - a) contains (or refer to) security objectives
  - b) includes a commitment to satisfy applicable requirements
  - c) includes a commitment to continual improvement
  - d) is reviewed at planned intervals
  - e) is approved by the facility Responsible Person(s)

#### **A2) One Credit – Policy Communication**

- 1) The Security Manager(s) ensures the policy is:
  - a) Available in documented form
  - b) Available to all interested parties (as applicable)
  - c) Communicated and understood by persons conducting work under the control of the facility Responsible Person(s)

### Checklists and tables

None

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### Compliance Notes

Ref	Terms	Description
CN1	Security Policy	A controlled document that as a minimum identifies: <ul style="list-style-type: none"> <li>a) the date of admission to the document register</li> <li>b) author, reviewer/approver</li> <li>c) approval status</li> </ul>

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	Written Policy & objectives – Refer to CN1.

### Additional Information

#### Security Policy:

General commitment, direction or intention of the Responsible Person(s) with respect to security risk management.

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### MAN1.3 Security Roles, Responsibilities, Authority

Number of credits available	Minimum Standard
Up to 5 credits	All Ratings – A2

#### Aim

To encourage the definition of roles and responsibilities for facility security and to ensure appropriate authority and accountability for security performance.

#### Assessment Criteria

This issue consists of pre-requisites and is split into three parts

- A1) Up to three credits for facility security organisation Appointments
- A2) One credit for Authority & Accountability
- A3) One credit for communicating Security Duties

The following is required to demonstrate compliance:

#### ***Pre-requisites***

- 1) The award of two bonus credits in A1 and the award of Credit A3 are subject to the award of PSF3.3(A1).

#### ***A1) Up to Three Credits – Appointments***

##### One Credit

- 1) The Security Manager(s) assigns roles in the facility security organisation.

##### Two Bonus Credits

- 2) Responsibilities have been communicated to incumbents assigned to each role in the security organisation.

#### ***A2) One Credit – Authority & Accountability***

- 1) The Security Manager(s) has the authority to implement the facility security policy on behalf of the Responsible Person(s);
- 2) The Security Manager(s) is held accountable to the Responsible Person(s) for facility security risk management performance;
- 3) The Security Manager(s) ensures position holders in the facility security organisation have the authority required to successfully discharge their responsibilities.

#### ***A3) One Credit – Security Duties***

- 1) The Security Manager(s) communicates duties of end users that do not have defined security roles in the facility security organisation i.e. staff, tenants and 3<sup>rd</sup> parties.

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### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Licenses	<p>In many jurisdictions, the provision of security services is a licensable activity. This can include manned guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), key holding and vehicle immobilising.</p> <p>Licensing ensures that private security operatives are 'fit and proper' persons who are properly trained and qualified to do their job.</p>

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
	Licenses for security personnel (as required by local or national security laws and regulations – Refer to CN1)

### Additional Information

None.

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#### MAN1.4 Cooperation & Coordination

Number of credits available	Minimum Standard
3 credits	All Ratings - A1 Excellent & Outstanding - A2

#### Aim

To encourage cooperation and coordination at facilities where two or more organisations share or have responsibility for security risk management.

#### Assessment Criteria

This issue includes a prerequisite and is split into two parts:

- A1) One credit for identification of Responsible Person(s)
- A2) Two credits for a Facility Security Committee

The following is required to demonstrate compliance:

#### **A1) One Credit – Identification of Responsible Persons**

- 1) All facility Responsible Person(s) have been identified.
- 2) The extent of control and the scope of responsibilities are identified for each Responsible Person.

#### **A2) Two Credits – Facility Security Committee**

For facilities with a single Responsible Person:

- 1) Award these credits automatically.

For facilities with multiple Responsible Persons:

- 1) The facility benefits from a Security Committee which has in its membership, all Responsible Persons identified in Credit A1 above.
- 2) The work of the Security Committee is supported by a formal working agreement. Refer to CN1.

#### Checklists and tables

None.



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## Compliance Notes

Ref	Terms	Description
CN1	Working Agreement	<p>A formal agreement such as a Memorandum of Understanding (MoU) or Terms of Reference for the Security Committee, that sets out how the Responsible Persons will work together in order to provide effective security leadership.</p> <p>The agreement must clearly document:</p> <ul style="list-style-type: none"> <li>• the purpose of the committee;</li> <li>• its members;</li> <li>• its security scope, responsibilities, authority and accountability</li> <li>• its aims / objectives;</li> </ul> <p>For the agreement to be binding and effective, it shall be signed by all facility Responsible Persons.</p>

## Methodology

None.

## Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
A2	Refer to CN1.

## Additional Information

None.

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## MAN1.5 Facility Security Strategy

Number of credits available	Minimum Standard
1	None

### Aim

To encourage the adoption of a holistic approach to facility security risk treatment.

### Assessment Criteria

This issue consists of a single part:

- A1) One credit for establishing and maintaining a security strategy procedure.

The following is required to demonstrate compliance:

#### **A1) One Credit – Security Strategy Procedure**

- 1) The Security Manager(s) establishes and implements a procedure that supports the development and maintenance of a facility security strategy.
- 2) The procedure outlines roles and responsibilities for strategy development, documentation and maintenance.
- 3) The procedure requires the security strategy to be reviewed and approved by the Responsible Person(s) or Employer's Representative(s) (as applicable) before it obtains approved status.

### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Strategy'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ul style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate an understanding of how to develop and document a security strategy for a facility of a comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ul> </li> </ol>

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### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
	Security Strategy Procedure

### Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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## MAN1.6 Resources

Number of credits available	Minimum Standard
2	None

### Aim

To encourage the provision of appropriate and proportionate resources for facility security risk management.

### Assessment Criteria

This issue consists of pre-requisites and is split into two parts:

- A1) One credit for operational resource allocation
- A2) One credit for capital resource allocation

The following is required to demonstrate compliance:

#### ***Pre-requisites***

- 1) The award of Credit A1 is subject to the award of PSF3.1(A1 & A4), as a facility security risk management plan and associated resource needs are required to determine an appropriate budget for security.
- 2) The award of Credit A2 is subject to the award of PSF2.1(A1), as the facility security design defines the agreed physical and technical security controls for the facility.

#### ***A1) One Credit – Operational Resource Allocation***

- 1) The Responsible Person(s) allocates operational resources in accordance with the security risk management plan and operational security budget prepared by the facility Security Manager(s).

#### ***A2) One Credit – Capital Resource Allocation***

- 1) The Responsible Person(s) allocates capital resources for controls documented in the facility security design.

### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

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## Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.

## Additional Information

None.

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### MAN1.7 Competence

Number of credits available	Minimum Standard
2	None

#### Aim

To recognise the need for personnel competence in maintaining effective facility security.

#### Assessment Criteria

This issue consists of a pre-requisite and two parts:

- A1) One credit for Security Manager(s) Competency
- A2) One credit for Security Organisation Competency

The following is required to demonstrate compliance:

#### **Pre-requisite**

- 1) The award of these credits is subject to the award of PSF3.4(A1) which ensures that the required competency is determined for the Security Manager(s) and all other positions within the facility security organisation.

#### **A1) One Credit – Security Manager(s) Competency**

- 1) The Security Manager(s) is aware of the competency requirements of the role.
- 2) Documented information evidences:
  - a) competence in accordance with the role competency requirements
  - b) that the security manager(s) holds any licenses required for performing their security duties (Refer to CN2)
  - c) awareness of competence deficiencies and action being taken to acquire the necessary competence

#### **A2) One Credit – Security Organisation Competency**

- 1) The Security Manager(s) has documented and communicated competency requirements for each role in the security organisation.
- 2) Documented information evidences for each role:
  - a) competence in accordance with the role competency requirements; or
  - b) personnel hold any licenses required for performing their security duties (Refer to CN2)
  - c) awareness of competence deficiencies and action being taken to acquire the necessary competence

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### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Competence	<p>The following attributes may be assessed to evidence competence for each role:</p> <ul style="list-style-type: none"> <li>a) Skills</li> <li>b) Knowledge</li> <li>c) Qualifications (Professional &amp; Academic)</li> <li>d) Experience</li> </ul> <p>Documented information shall demonstrate ongoing receipt of training and professional development (as appropriate to the position) to maintain competence.</p>
CN2	Licenses	<p>In many jurisdictions, the provision of security services is a licenced activity. This can include manned guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), key holding and vehicle immobilising.</p> <p>Licensing ensures that private security operatives are 'fit and proper' persons who are properly trained and qualified to do their job.</p>

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
	Refer to CN1.

### Additional Information

Competence – The ability to undertake a role successfully based on possession of the appropriate knowledge, skills, qualifications and capacity.

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## MAN1.8 Training and Exercises (Drills)

Number of credits available	Minimum Standard
5	None

### Aim

To encourage the provision of training and exercises to build facility security capability and capacity.

### Assessment Criteria

This issue is split into three parts:

- A1) Two credits for Training & Development
- A2) One credit for Professional Membership
- A3) Two credits for Exercises (Drills)

The following is required to demonstrate compliance:

#### **A1) Two Credits – Training & Development**

- 1) The Security Manager(s) identifies, documents and maintains training policies and procedures that ensure individuals entering or holding roles within the security organisation can:
  - a) address competence deficiencies;
  - b) maintain competence;
  - c) maintain security certification(s) / licenses.
- 2) The Security Manager(s) ensures individuals not holding defined roles within the security organisation have access to the training and development necessary to successfully discharge their duties.

*Note: This may include, but not be limited to:*

- a) *Incident reporting*
- b) *Handling threats*
- c) *Incident response actions e.g. evacuation procedures.*

#### **A2) One Credit – Professional Membership**

- 1) The Security Manager(s) is a full member of a security or management related professional body.

#### **A3) Two Credits – Exercises & Drills**

- 1) The Security Manager(s) plans, conducts, documents and maintains records of exercises and drills that test:
  - a) Overall effectiveness of facility security

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- b) Performance of individuals, groups within the security organisation
  - c) Performance of individuals, groups not holding roles within the security organisation.
- 2) The frequency and approach to exercises and drills is in accordance with any legal requirements.
- 3) Exercises and drills include all relevant interested parties in order to fully test facility security system performance.

### Checklists and tables

None

### Compliance Notes

Ref	Terms	Description
CN1	Competence	To be recognised, all training shall have a specific goal(s) which can be linked back to the competence criteria of individuals within the security organisation.  Training and drills may be used to build individual or group: <ul style="list-style-type: none"> <li>a) Capability;</li> <li>b) Capacity;</li> <li>c) Productivity (efficiency);</li> <li>d) Performance.</li> </ul>
CN2	Training & Development	Delivery may take many forms and will be dependent on the needs to be addressed and the feasibility of different options. Examples of both 'On-the-job' and 'Off-the-job' training and development may be appropriate.  For recognition, the training and development 'outcomes' must be clearly indicated for each activity.
CN3	Licenses	In many jurisdictions, there are specific requirements related to training, development and qualifications for the award of licenses for security positions such as manned guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), key holding and vehicle immobilising.  Licensing ensures that private security operatives are 'fit and proper' persons who are properly trained and qualified to do their job.
CN4	Professional Body	Membership must be subject to the following adherence to a professional code of conduct.

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Ref	Terms	Description
CN5	Exercises & Drills	<p>Table top exercises may supplement but may not replace in-field drills unless in-field incident simulations are impracticable on the grounds of:</p> <ul style="list-style-type: none"> <li>a) Cost</li> <li>b) Health &amp; Safety</li> <li>c) Operational Continuity</li> </ul> <p>A reason for adopting table top simulation shall be documented in records.</p>

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
	Licenses for security personnel (as required by local or national security laws and regulations)

### Additional Information

Training – The allocation of time and resources to the development of skills and knowledge that are useful competencies.

Tabletop Exercise - A tabletop exercise or simulation, is an exercise which is designed to test the capability of an organisation or group in response to a situation. One of the big advantages of such exercises is that they allow a simulation which does not cause major disruption to normal operations and they can be performed in a safe environment.

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## MAN1.9 Security Awareness & Communication

Number of credits available	Minimum Standard
3	None

### Aim

To encourage facility users to engage with, and take responsibility for, facility security.

### Assessment Criteria

This issue is split into three parts:

- A1) One credit for Raising Awareness (Top-Down)
- A2) One credit for Raising Awareness (Bottom-Up)
- A3) One credit for Creating A Security Culture

The following is required to demonstrate compliance:

#### **A1) One Credit – Raising Awareness (Top-Down)**

- 1) The Security Manager(s) ensures that persons conducting work under the control of the facility management are made aware of:
  - a) the facility security policy;
  - b) their contribution to facility security;
  - c) the benefits of effective security;
  - d) the implications of not conforming with security policy and associated requirements;
  - e) the security risks to them arising from or in connection with their use of the facility and their work.

#### **A2) One Credit – Raising Awareness (Bottom-Up)**

- 1) The Security Manager(s) provides a regular, no less than annually, security incident summary report to the Responsible Person(s)/Security Committee.

#### **A3) One Credit – Creating A Security Culture**

- 1) The Security Manager(s) conducts an annual security culture survey to help the Responsible Person(s) and senior personnel in the security organisation identify and understand, as a minimum:
  - a) Current gaps between current security culture and the desired culture;
  - b) End user perception of facility security performance.

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### Checklists and tables

None

### Compliance Notes

Ref	Terms	Description
CN1	Security Incident Summary Report	<p>Statistical data and information that provides a summary of security:</p> <ul style="list-style-type: none"> <li>a) Threats</li> <li>b) Incidents</li> <li>c) Losses</li> <li>d) Performance</li> <li>e) Opportunities for improvement</li> </ul> <p>The report may be used to demonstrate to top management that 'bad things can and do sometimes happen' and that investment in security is a good business decision.</p>
CN2	Security Culture Survey	<p>At present, there is no standard form for surveys and the facility security manager has the freedom to create metrics, conduct, analyse and evaluate the findings of the survey, subject to the following:</p> <ul style="list-style-type: none"> <li>a) All personnel based at the facility shall be made aware of the start/end date of the survey, its purpose and their right to participate.</li> <li>b) Facility should be made available for anonymous responses.</li> </ul> <p>CPNI has developed a security culture survey tool (SeCuRE 3) to enable organisations to shape the strategic direction of their security policies. SeCuRE 3 can be used by organisations to examine their existing security culture and identify where and why it might need to change. It can be used to assess whether the right mix of mechanisms are in place to deliver the security response desired by the organisation.</p> <p>For more information on SeCuRE 3, please see 'SeCuRE 3 - A Guide for Organisations' - See more at: <a href="http://www.cpni.gov.uk/advice/Personnel-security1/Security-culture">http://www.cpni.gov.uk/advice/Personnel-security1/Security-culture</a>.</p>

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## Methodology

None.

## Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
A2	Incident Summary Report – Refer to CN1.
A3	Security Culture Survey – Refer to CN2.  The use of the SeCuRE3 survey tool by all organisations at a facility may be accepted as evidence to award Credit A2.

## Additional Information

Security Culture - An organisation's security culture is the styles, approaches and values that it wishes to adopt towards security.

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### MAN1.10 Documented Information

Number of credits available	Minimum Standard
1	All Ratings - A1

#### Aim

To encourage documentation that supports effective implementation of the facility security risk management system.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for Documented Information

The following is required to demonstrate compliance:

#### **A1) One Credit – SRMS Manual (SABRE Manual)**

- 1) The Security Manager(s) has established and maintained a SRMS Manual which as a minimum includes all:
  - a) documentation determined by the Security Manager(s) as being necessary for the effectiveness of the SRMS;
  - b) evidence required for the award of SABRE credits sought by the applicant.
- 2) The information contained in the SRMS Manual is:
  - a) Identifiable and referenceable (e.g. incorporates titles, dates, author);
  - b) Reviewed and approved.
- 3) The SRMS Manual is controlled in accordance with the facility information security requirements so that it is:
  - a) available for use by authorised personnel, where and when it is required
  - b) secured against loss of confidentiality, improper use or loss of integrity.
- 4) The SRMS Manual includes procedures for:
  - a) distribution, access, retrieval and use;
  - b) storage and preservation;
  - c) change control;
  - d) retention and disposition of content.

#### Checklists and tables

None

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## Compliance Notes

Ref	Terms	Description
CN1	None.	<p>The extent of documented information will vary from one facility to the next, due to the:</p> <ul style="list-style-type: none"> <li>a) size and complexity of the facility</li> <li>b) type of facility, its function and activities</li> <li>c) the complexity of the facility security system</li> <li>d) whether the facility has a single or multiple occupants</li> </ul>

## Methodology

None.

## Evidence

Criteria	In Use Assessment
All	Facility SRMS Manual (SABRE Manual)

## Additional Information

### BRE Global – Quality Assurance & Auditing

The facility SRMS Manual is a mandatory requirement of the SABRE scheme. The manual will contain all the evidence relating to each of the SABRE credits awarded as part of the certification of the facility.

This allows the facility owner to share information relating to facility security in order to facilitate the SABRE Assessment process, but retain all the evidence either electronically or in hard copy form at their facility. This avoids BRE Global holding information unnecessarily as auditing can be completed through a formal request to the facility Responsible Person(s) to have timely access to the Manual.

If a facility refuses access to an authorised officer of BRE Global Ltd, seeking to undertake quality assurance and auditing of the evidence in accordance with the scheme rules, BRE Global will have the right to withdraw the facility's SABRE certification and listing.

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## MAN1.11 Testing, Commissioning, Maintenance & Repair

Number of credits available	Minimum Standard
Up to 2 credits	None

### Aim

To encourage good asset management practice to ensure the facility security system is effective over its operational lifetime.

### Assessment Criteria

This issue consists of a pre-requisite and a single part:

- A1) Up to two credits for Maintenance Recording

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of the second credit in A1 is subject to the award of PSF2.3(A1) as a Service Life Maintenance Plan is required to verify compliance.

#### **A1) Up to Two Credits – Maintenance Recording**

##### One Credit

- 1) The Security Manager(s) ensures all preventative and reactive maintenance undertaken at the facility is recorded, including as a minimum:
  - a. All information required by the applicable standards;
  - b. The date of the activity;
  - c. Reason for activity:
    - i. Scheduled (preventative) maintenance;
    - ii. Reactive maintenance – how failure was reported, who reported the failure and the nature of failure;
    - iii. System commissioning / recommissioning.
  - d. The person / organisation completing the activity;
  - e. Any observations;
  - f. For failures, whether the recovery performance criteria were achieved.

##### One Credit

- 2) Records for the 12 month period immediately prior to the SABRE assessment are compliant with the requirements set out in the Service Life Maintenance Plan.

### Checklists and tables

None

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### Compliance Notes

Ref	Terms	Description
CN1	Information Security	<p>The maintenance records may be held by:</p> <ul style="list-style-type: none"> <li>a) the Security Manager(s) or</li> <li>b) a party other than the Security Manager(s) e.g. Estates management team, facilities manager.</li> </ul> <p>Increasingly, asset management systems are adopted that integrate all facility systems, sub-systems and components e.g. BIM/AIM.</p> <p>In both approaches, the credits cannot be awarded if the Security Manager is unable to demonstrate that the information is held securely in accordance with the facility information security requirements.</p>

### Methodology

None.

### Evidence

Criteria	In Use Assessment
A1(1)	Maintenance records covering all systems, sub-systems and components documented in the facility security design.
A1(2)	Maintenance records comply with the Service Life Maintenance Plan.

### Additional Information

None.

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## MAN1.12 Facility Information Security

Number of credits available	Minimum Standard
Up to 3 credits	Outstanding - A1,A2

### Aim

To increase awareness of the need to secure not only the information assets of the facility end user(s) and interested parties, but also information relating to a facility and its security.

### Assessment Criteria

This issue is split into two parts:

- A1) Up to two credits for an Information Security Management System
- A2) One credit for Built Asset Information Security

The following is required to demonstrate compliance:

#### **A1) Up to Two Credits – Information Security Management System**

##### One Credit

- 1) The facility falls within the scope of an information security management system (ISMS).

##### One Credit

- 2) The ISMS is certified to the latest version of BS ISO/IEC 27001 by a UKAS accredited certification body (or an equivalent international accreditation body).

#### **A2) One Credit – Built Asset Information Security**

- 1) The facility security scope extends to the security of the following information assets:
  - a) Information relating to the facility, built assets, systems and sub-systems;
  - b) Information and data related to facility security e.g. facility security manual
  - c) Information and data related to the facility security risk management system e.g. facility security manual.
- 2) The Security Manager(s) assigns an information manager who shall assume responsibility for maintaining, managing and providing appropriate security for the built asset information throughout the operational life of the facility
- 3) The information manager role is responsible for the access permissions for those who can create, read, update and delete built asset information. The control of access shall be in accordance with the facility security risk management plan and resulting policies and procedures.

### Checklists and tables

None

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### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.
A1 (First Credit)	A documented Information Security Management System
A1 (Second Credit)	ISO27001 certificate. The certification schedule specifies the scope of the certification and this includes the facility subject to SABRE Assessment.
A2	Assigned Information Manager and documented roles and responsibilities.

### Additional Information

#### BIM/AIM - Building / Asset Information Management

The increasing use of digital technologies in the management of assets is having a transformative effect on procurement, performance and costs in the built environment. Digital technologies allow better collaboration and provide better access to data and information. Sensors and computers can now be used to provide real-time data, allowing conditions and processes to be monitored and controlled remotely. Unfortunately, these advances also create new vulnerabilities in our built environment as end users become increasingly dependent on the systems in everyday operations. Information security is therefore becoming increasingly important to ensure that cyber-physical systems operate safely, that the information they produce and process can be authenticated, is available when needed, remains confidential and has integrity. Applicants can obtain additional information in PAS 1192-5:2015 '*Specification for security-minded building information modelling, digital built environments and smart asset management*'.

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### MAN1.13 Performance Monitoring & Evaluation

Number of credits available	Minimum Standard
Up to 3 credits	Outstanding – A2

#### Aim

To encourage a proactive approach to facility security performance monitoring and evaluation in support of continual improvement.

#### Assessment Criteria

This issue includes pre-requisites and is split into two parts:

- A1) Up to two credits for a Monitoring & Evaluation Planning
- A2) One credit for Monitoring & Evaluation

The following is required to demonstrate compliance:

#### Pre-requisites

- 1) The award of (A1) bonus credit is subject to the award of:
  - MAN 1.9 (A2) as a security incident summary report is required.
  - MAN 1.9 (A3) as a security culture survey is required.

#### ***A1) Up to Two Credits – Monitoring & Evaluation Planning***

##### One Credit

- 1) The Security Manager(s) establishes procedure(s) for performance monitoring and evaluating facility security performance and the effectiveness of the security risk management system.
- 2) The Responsible Person(s) approves the monitoring and evaluation requirements.

##### A1-B - One Bonus Credit

- 3) The security performance monitoring and evaluation procedures include the results of the following in the evaluation of performance:
  - a) Security Incident Summary Report
  - b) Security Culture Survey

#### ***A2) One Credit – Performance Monitoring & Evaluation***

- 1) The Security Manager(s) implements the performance monitoring and evaluation plan and retains appropriate documented information as evidence of the monitoring and evaluation results.

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### Checklists and tables

None

### Compliance Notes

Ref	Terms	Description
CN1	Monitoring & Evaluation Procedures	<p>The procedures include the following:</p> <ul style="list-style-type: none"> <li>a) what needs to be monitored and measured;</li> <li>b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;</li> <li>c) when the monitoring and measuring shall be performed;</li> <li>d) when the results from monitoring and measurement shall be analysed and evaluated;</li> <li>e) periods of re-evaluation at planned intervals to satisfy the monitoring and measuring requirements; and</li> <li>f) the nature and frequency of internal audits to be conducted by the Responsible Person(s).</li> </ul>
CN2	Security Incident Summary Report MAN1.9(A1)	For the bonus credit, an annual security incident summary report shall be included in performance monitoring and evaluation requirements.
CN3	Security Culture Survey MAN1.9(A2)	For the bonus credit, the results of an annual Security Culture Survey shall be included in the performance monitoring and evaluation requirements.

### Methodology

None.

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## Evidence

Criteria	In Use Assessment
A1	Facility security performance monitoring and evaluation procedures, approved by the Responsible Person(s) – Refer to CN1.
A2	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria. Refer to CN2 / CN3.

## Additional Information

None.

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### MAN1.14 Audit

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage auditing to provide information on whether the security risk management system conforms to LPS2082 and is effectively implemented and maintained.

#### Assessment Criteria

This issue consists of a pre-requisite and two parts:

- A1) One credit for Internal Audit(s)
- A2) One credit for External Audit(s)

The following is required to demonstrate compliance:

#### Prerequisite

- 1) The award of both credits is subject to the award of the first credit in MAN1.13(A1) as a plan is required to determine the frequency of auditing.

#### **A1) One Credit – Internal Audit(s)**

- 1) Independent audits are conducted on behalf of the Responsible Person(s).
- 2) The internal audit of the SRMS shall be in accordance with the Security Performance Monitoring and Evaluation Plan.

#### **A2) One Credit – External Audit(s)**

- 1) The appointment of an independent auditor to audit the SRMS in accordance with the Security Performance Monitoring and Evaluation Plan.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	Audit frequency	A1 - In the event the planned audit frequency is less than 1 in 3 years, the credit shall not be awarded.

#### Methodology

None.

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### Evidence

Criteria	In Use Assessment
A1	SRMS – Internal Audit Report.
A2	SRMS – External Audit Report by an independent auditor.

### Additional Information

None.



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### MAN1.15 Management Review

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage ongoing review of facility security risk management system continuing suitability, adequacy and effectiveness.

#### Assessment Criteria

This issue consists of a single part:

- A1) One credit for Management Review

The following is required to demonstrate compliance:

#### **A1) One Credit – Management Review**

- 1) The Responsible Person(s) has reviewed the facility's SRMS at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.
- 2) The Responsible Person(s) records the findings and recommendations arising from management review.

#### Checklists and tables

None.

#### Compliance Notes

None.

#### Methodology

None.

#### Evidence

Criteria	In Use Assessment
All	Management Review findings are recorded within the facility SRMS Manual (SABRE Manual)

#### Additional Information

None.

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## MAN1.16 Non-conformity & Corrective Actions

Number of credits available	Minimum Standard
3	None

### Aim

To encourage actions that mitigate the consequences of non-conformities on facility security and the likelihood of non-conformity recurrence.

### Assessment Criteria

This issue consists of a two parts:

- A1) One credit for Corrective Actions
- A2) Up to two credits for Non-conformity Analysis

The following is required to demonstrate compliance:

#### **A1) One Credit – Corrective Actions**

- 1) The facility Security Manager(s) establishes a procedure for identifying and dealing with non-conformities arising from the activities and processes within the SRMS scope.
- 2) The facility Security Manager(s) retains records as evidence of the implementation of the non-conformity procedure.

#### **A2) Up to Two Credits – Non-conformity Analysis**

##### One Credit

- 1) The Security Manager(s) determines whether actions are required to eliminate the causes of non-conformities to prevent or reduce the likelihood of recurrence.
- 2) The Security Manager(s) retains records as evidence of actions taken to eliminate the causes of non-conformities.

##### Bonus Credit

- 3) The Security Manager(s) adopts a structured process of Root Cause Analysis to identify and correct non-conformities.

### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

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## Evidence

Criteria	In Use Assessment
A1 & A2	Records of non-conformities and corrective actions
A2 (Bonus Credit)	Records of non-conformities for which the Root Cause Analysis was conducted, the methodology adopted, the findings and corrective actions taken.

## Additional Information

Root Cause Analysis (RCA) is a method of problem solving used for identifying the root causes of faults or problems.

A factor is considered a root cause if removal thereof from the problem-fault-sequence prevents the final undesirable event from recurring; whereas a causal factor is one that affects an event's outcome, but is not a root cause. Though removing a causal factor can benefit an outcome, it does not prevent its recurrence within certainty.

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### MAN1.17 Continual Improvement

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage top management to commit to continual improvement so that facility security keeps pace with rapidly changing security developments and developments in design, construction and built asset management.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for continual improvement

The following is required to demonstrate compliance:

#### **A1) One Credit – Continual Improvement**

- 1) The Security Manager(s) continually improves the suitability, adequacy and effectiveness of the SRMS.

#### Checklists and tables

None

#### Compliance Notes

None.

#### Methodology

None.

#### Evidence

Criteria	In Use Assessment
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.

#### Additional Information

None.

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## MAN2: INCIDENT MANAGEMENT & RECOVERY

### Section Overview

New Facility						
<b>Section Weighting</b>	N/A					
<b>Minimum Standards</b>	<table border="1"> <thead> <tr> <th>Acceptable</th> <th>Good</th> <th>Very Good</th> <th>Excellent</th> <th>Outstanding</th> </tr> </thead> </table>	Acceptable	Good	Very Good	Excellent	Outstanding
	Acceptable	Good	Very Good	Excellent	Outstanding	
<p>This section applies only to In-Use certification.</p> <p>The SABRE Registered Assessor will not include the credits in this section when determining the SABRE Rating for a New Facility Certificate. However, applicants should be aware that a New Facility certificate expires two years after award and the credits will be assessed for any subsequent In-Use SABRE Rating.</p>						

In-Use Facility						
<b>Section Weighting</b>	10%					
<b>Minimum Standards</b>	<table border="1"> <thead> <tr> <th>Acceptable</th> <th>Good</th> <th>Very Good</th> <th>Excellent</th> <th>Outstanding</th> </tr> </thead> </table>	Acceptable	Good	Very Good	Excellent	Outstanding
	Acceptable	Good	Very Good	Excellent	Outstanding	
None						

### Summary

The requirements within this section encourage the development and implementation:

- of procedures that will lead to timely identification and communication of security incidents / breaches at the facility;
- of procedures that will communicate changes in security threat relevant to the facility;
- of a hierarchy for effective incident command and control;
- of response procedures for containment, stabilisation and the protection of critical assets and human life in the event of a security incident;
- of recovery procedures that support timely re-establishment of critical functions and normal operations at the facility;
- of incident performance monitoring and evaluation procedures to support continual improvement.

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Issue ID	Issue Name	Credits	Issue Weight
MAN2.1	Security Incident Detection, Communication & Response	3	20
MAN2.2	Threat Communication	1	20
MAN2.3	Incident Command & Control	2	20
MAN2.4	Incident Intervention & Response Actions	1	20
MAN2.5	Recovery Actions	1	10
MAN2.6	Incident Performance – Monitoring & Evaluation	3	10
<b>Totals</b>		11	100%

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## MAN2.1 Security Incident Detection and Communication

Number of credits available	Minimum Standard
3	None

### Aim

To encourage the development and implementation of procedures that will lead to timely identification and communication of security incidents / breaches at the facility.

### Assessment Criteria

This issue is split into two parts:

- A1) Two credits for Incident Detection & Communication Procedure(s)
- A2) One credit for Incident Recording

The following is required to demonstrate compliance:

#### **A1) Two Credits – Incident Detection & Communication Procedure(s)**

- 1) The Security Manager(s) documents an incident detection and communication procedure(s) that is consistent with the operational security requirements outlined in the Security Risk Management Plan.
- 2) The procedure sets out the threshold or trigger for formal incident response.
- 3) The procedure sets out the actions to be taken by:
  - a) persons having defined operational security roles within the facility security organisation;
  - b) end users not having defined roles within the facility security organisation.
- 4) The procedure(s) include requirements for ongoing incident monitoring;

#### **A2) One Credit – Incident Recording**

- 1) An incident log is maintained for the facility and contains the information required by the incident detection and communication procedure.

### Checklists and tables

None

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## Compliance Notes

Ref	Terms	Description
CN1	Communication Procedure(s)	<p>The standard way in which communication is to achieved for incidents of varying scale and type.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>it may not always be appropriate to contact the Responsible Person or the emergency services where an incident may be handled internally.</i></li> <li>• <i>it may be necessary to relay a 'coded' message if:</i> <ol style="list-style-type: none"> <li>a) <i>security outcomes would be compromised where the adversary gains knowledge of incident detection. This is usually the case where either the adversary is still at the facility i.e. 'in the act'.</i></li> <li>b) <i>end user(s) would be at greater risk if they were to become aware of the incident prior to response actions being taken by person(s) in the facility security organisation.</i></li> </ol> </li> <li>• <i>it may be necessary to immediately raise an alarm and contact the emergency services if an incident may escalate rapidly and threaten life.</i></li> </ul>

## Methodology

None.

## Evidence

Criteria	In Use Assessment
A1	Documented incident detection and communication procedure(s).
A2	Incident Log

## Additional Information

None.



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## MAN2.2 Threat Communication

Number of credits available	Minimum Standard
1	None

### Aim

To encourage the development and implementation of procedures that will communicate changes in security threat relevant to facility security.

### Assessment Criteria

This issue consists of pre-requisites and a single part:

- A1) One credit for the operation of a Threat Warning System

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of this credit is subject to the award of:
  - a) FSR2.2(A1-B)
  - b) PSF3.1(A2)

#### **A1) One Credit – Threat Warning System**

- 1) The facility operates a security threat warning system and for each threat level (Refer to CN1) there is a pre-defined operational security response.
- 2) There is a means of communicating the current threat level to all facility users (Refer to CN2).

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Establishing threat levels	<p>The facility security threat level is established based some or all of the following:</p> <ul style="list-style-type: none"> <li>a) communication of a threat directly targeted at the facility or its users;</li> <li>b) a change in national, regional or sector security threat level;</li> <li>c) a publically broadcast incident at a comparable facility or organisation;</li> <li>d) receipt of advice from a relevant national security advisory system, intelligence entity, regulator or law enforcement entity.</li> </ul>
CN2	Evidence of current response level	<p>This may include physical or electronic communication.</p> <p>Where a facility utilises physical signage / notices, photographs of the signage witnessed by the SABRE Registered Assessor may be used as evidence.</p>

## Methodology

None.

## Evidence

Criteria	In Use Assessment
A1	<p>One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.</p> <p>Refer to CN1 &amp; CN2.</p>

## Additional Information

None.

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### MAN2.3 Incident Command & Control

Number of credits available	Minimum Standard
Up to 2 credits	None

#### Aim

To encourage the establishment of a structure for effective incident command and control at the facility.

#### Assessment Criteria

This issue consists of a single part:

- A1) Up to two credits for an Incident Response Structure

The following is required to demonstrate compliance:

#### ***A1) Up to Two Credits – Incident Response Structure***

##### One Credit

- 1) The Security Manager(s) has documented an incident response structure for the facility.
- 2) The structure is simple and hierarchical so that an effective chain of command is in place to manage incidents of varying scale and severity.
- 3) Each role within the structure is assigned to a specific individual(s) or team as appropriate.

##### Bonus Credit

- 1) The incident response structure is consistent with the facility Business Continuity Management System (where one exists) and includes any external parties who will be involved in incident management at the facility, such as the Police.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	Roles	The Security Manager(s) may decide to assign a role in the structure to multiple individuals for resilience reasons e.g. absence(s), operating shifts.

#### Methodology

None.

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## Evidence

Criteria	In Use Assessment
A1	Incident response structure
A1-B (Bonus Credit)	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.

## Additional Information

### Facility Size

Larger or complex organisations may use a tiered approach to incident response and may establish different teams to focus on incident response, incident management, communications, welfare and business resumption.

In smaller organisations all aspects of incident response may be handled by one team but should never be the responsibility of a single individual.

Each team should have procedures for governing its actions and include personnel with the necessary responsibility, authority and competence. Individual and team competence can be demonstrated by training and exercising.

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## MAN2.4 Incident Intervention & Response Actions

Number of credits available	Minimum Standard
1	None

### Aim

To encourage the establishment and implementation of response procedures for incident containment, stabilisation, the protection of critical assets and protection of human life.

### Assessment Criteria

This issue consists of a single part:

- A1) One credit for Intervention & Response Actions

The following is required to demonstrate compliance:

#### **A1) One Credit – Intervention & Response Actions**

- 1) The facility Security Manager(s) establishes, documents and maintains incident intervention and response action procedures.
- 2) The procedure(s) are reviewed and updated periodically, in response to changes in security threat.

### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	Documented intervention and response procedure(s)

### Additional Information

None.

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## MAN2.5 Recovery Actions

Number of credits available	Minimum Standard
1	None

### Aim

To encourage the development of recovery procedures that support timely re-establishment of critical functions and normal operations at the facility.

### Assessment Criteria

This issue consists of a single part:

A1) One credit for Recovery Action Procedure(s)

The following is required to demonstrate compliance:

#### **A1) One Credit – Recovery Action Procedure(s)**

- 1) The facility Security Manager(s) establishes, documents and maintains incident recovery action procedures.
- 2) The procedure(s) are reviewed and updated periodically.

### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	In Use Assessment
All	Documented procedures.

### Additional Information

Factors a Security Manager(s) may consider when determining recovery actions may include whether to:

- a) operate at recovery facilities;
- b) restore the damaged facilities;
- c) secure emergency procurement and funding;
- d) salvage equipment in damaged facilities;
- e) make claims against existing insurance policies;
- f) obtain additional manpower to support the recovery effort.

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## MAN2.6 Incident Performance – Monitoring & Evaluation

Number of credits available	Minimum Standard
3	None

### Aim

To encourage incident performance monitoring and evaluation procedures to support continual improvement.

### Assessment Criteria

This issue is split into two parts:

- A1) Two credits for Incident Monitoring & Evaluation Planning
- A2) One credit for Incident Performance Monitoring & Evaluation

The following is required to demonstrate compliance:

#### **A1) Two Credits – Monitoring & Evaluation Planning**

- 1) The Security Manager(s) establishes procedure(s) for performance monitoring and the evaluation of incident performance.
- 2) The Responsible Person(s) approves the monitoring and evaluation requirements.

#### **A2) One Credit – Performance Monitoring & Evaluation**

- 1) The Security Manager(s) implements the performance monitoring and evaluation procedures and retains appropriate documented information as evidence of monitoring and evaluation.
- 2) Performance is reported to the Responsible Person following major incidents and at periodic intervals.

### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Incident monitoring and evaluation procedures	<p>Incident monitoring and evaluation procedures include the following:</p> <ul style="list-style-type: none"> <li>a) what needs to be monitored and measured;</li> <li>b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;</li> <li>c) when the monitoring and measuring shall be performed;</li> <li>d) when the results from monitoring and measurement shall be analysed and evaluated;</li> <li>e) periods of re-evaluation at planned intervals to satisfy the monitoring and measuring requirements; and</li> <li>f) what is to be included in internal audits to be conducted by the Responsible Person(s).</li> </ul>

## Methodology

None.

## Evidence

Criteria	In Use Assessment
A1	Documented procedures – Refer to CN1.
A2	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.

## Additional Information

None.



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## MAN3: PROJECT MANAGEMENT

### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	10%	10%

Minimum Standards	New Facility & In-Use Assessments				
	Acceptable	Good	Very Good	Excellent	Outstanding
	3.1(A1)				
	3.1(A2)				
	---			3.3(A1)	
	---			3.3(A2)	
	---			3.3(A3)	
	---			3.9(A1)	
	---			3.12(A1)	
	3.12(A2)				

### Summary

The requirements within this section recognise and reward project management, design and procurement practices that lead to better facility security and overall design quality.

#### In-Use Facility Assessment

For renewals of In-Use SABRE certification, the SABRE Registered Assessor and the applicant will determine whether any projects (Refer to the definition of 'Project' below) have taken place since the last SABRE Assessment.

If there have been no projects, this section is ignored in calculating the renewed SABRE Rating for the facility. If there has been a project, all issues will be subject to assessment by the SABRE Registered Assessor to determine which credits are awarded.

#### New Facility Assessment

In the case of new facility assessment, all issues in this section are subject to assessment for the award of credits.

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**'Project'** - A planned activity of a defined duration, undertaken to achieve a specific goal and resulting in a change to the facility security needs or existing controls. Examples include:

- Facility, building or asset disposal e.g. change of ownership;
- Facility modification / alteration involving construction work;
- Security system modifications e.g. sub-system replacement, additions or removal;
- Demolition i.e. end of life;
- Change of use e.g. commercial office to retail.

**'Construction work'** - Everything that is constructed or results from construction operations.

### **Project Management Issues**

The issues in this section of the scheme look for evidence of the following:

- leadership and commitment to security risk management throughout the life of a project
- assigned roles, responsibilities, accountability and authority for security
- the implementation of appropriate information security for a project
- the development of a project brief which captures project objectives and security requirements
- the development of a holistic project security strategy that presents security concepts, informs procurement and costs and facilitates design coordination
- the adoption of an integrated design process that leads to fully coordinated environmental, physical and technological security controls
- the preparation of a security risk management plan which sets out project requirements / implications on personnel security and operational security management
- the specification of assurance and interoperability requirements for security products and services, including:
  - standards;
  - independent testing and certification;
  - inspection.
- the preparation of a project handover strategy, which supports the establishment of effective operations upon project completion.
- the implementation of appropriate temporary security controls during a project in order that facility security not be compromised by temporary conditions.

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- commissioning of the facility security system to ensure its performance is as per the intent of the facility security design
- the provision of handover and ongoing support to the Facility Security Manager(s) to maximise facility security performance and efficiency.

Issue ID	Issue Name	Credits	Issue Weight (IU)	Issue Weight (NF)
MAN3.1	Project Leadership	4	10	5
MAN3.2	Security Roles, Responsibilities & Authority	2	5	5
MAN3.3	Employer Information Security Requirements	6	10	20
MAN3.4	Project Security Brief	5	5	5
MAN3.5	Project Security Strategy	1	5	5
MAN3.6	Project Security Design	4	5	5
MAN3.7	Project Security Management Plan	6	5	5
MAN3.8	Procurement of Security Products & Services	4	10	25
MAN3.9	Project Handover Strategy	1	5	5
MAN3.10	Control of Project Work at the Facility	2	15	5
MAN3.11	Project Commissioning & Security System Testing	2	5	5
MAN3.12	Project Handover	2	10	5
MAN3.13	Project Aftercare	1	10	5
<b>Totals</b>		40	100%	

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### MAN3.1 Project Leadership

Number of credits available	Minimum Standard
4	A1, A2 – All Ratings

#### Aim

To encourage leadership and commitment to security risk management at a project level.

#### Assessment Criteria

This issue is split into three parts:

- A1) Two credits for designation of an Employer Representative
- A2) One credit for identification of appropriate Project Resources
- A3) One credit for Communication

The following is required to demonstrate compliance:

#### **A1) Two Credits – Employer Representative(s)**

- 1) The Responsible Person(s) designates the role of Employer Representative for each project (Refer to CN1).

#### **A2) One Credit – Project Resources**

- 1) The Employer Representative(s) ensures a security budget is established for projects undertaken at the facility (Refer to CN2).

#### **A3) One Credit – Communication**

- 1) The Employer's Representative(s) ensures that project security requirements, roles and responsibilities are communicated to the project team.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	Employer Representative	<p>This is a 'client-side' role, representing the employer's security interests at a project level.</p> <p>In the case of projects undertaken at existing facilities, the role of Employer Representative may be fulfilled by the facility Security Manager(s) or any other competent individual/team from within the facility security organisation.</p> <p>The role may be outsourced where the organisation does not have the internal capability or capacity available. This is most likely for large, complex or capital projects of extended duration.</p>

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Ref	Terms	Description
CN2	Project Resources	For existing facilities, the project security budget may be captured within the general facility operating budget or within a stand-alone project budget.

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1 & A3	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A2	A project security budget or written confirmation that a security budget is not required for the project (with approved/sign-off by the Employer Representative).		

### Additional Information

*Responsible Person(s)* – The person(s) holding ultimate responsibility and accountability for security. They can be identified using the following criteria:

- person(s) in control of the facility (as occupier or otherwise) in connection with carrying on by him of a trade, business or other undertaking (for profit or not); or
- the owner(s), where the person(s) in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

*Employer Representative* - Represents the employer's security interests during a project at a facility. The incumbent(s) may need to successfully complete personnel security checks prior to appointment to the role. This will usually be determined at an enterprise level and captured in corporate security risk management requirements.

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### MAN3.2 Project Security Roles, Responsibilities & Authority

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage the definition of roles and responsibilities for project security and to ensure appropriate authority and accountability for security performance.

#### Assessment Criteria

This issue is split into two parts

- A1) One credit for project Security Organisation
- A2) One credit for project Performance Monitoring & Evaluation

The following is required to demonstrate compliance:

#### **A1) One Credit – Security Organisation**

- 1) The Employer Representative(s) identifies a Project Security Manager(s) for projects undertaken at the facility;

*Note: The project security manager should have successfully completed any personnel security checks prior to taking up the role. These requirements will usually be determined by the employing organisation and captured in the facility corporate security risk management requirements (FSR1.3).*

- 2) The Project Security Manager(s) establishes and documents security roles and responsibilities within the project team, including personnel, contractors and suppliers contributing to project delivery.

#### **A2) One Credit – Project Performance Monitoring & Evaluation**

- 1) The Employer Representative(s) reviews and approves project information exchanges required to demonstrate compliance with security requirements documented in the project brief.

#### Checklists and tables

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Project Security Manager(s)	Some projects may not involve the creation of a project team e.g. change of occupancy, disposal of an asset.  Where this is the case, the Employer Representative may also perform the role of project Security Manager and will be directly accountable to the facility Responsible Person(s) for project compliance with facility security requirements.

## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

'Project Security Manager' – A role within the project delivery team, with the holder being responsible and accountable to the Employer Representative(s) for compliance with the project security brief and employer information security requirements.

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### MAN3.3 Employer Information Security Requirements

Number of credits available	Minimum Standard
6	Excellent and Outstanding - A1, A2, A3

#### Aim

To encourage a proactive approach to the management of project information security risks.

#### Assessment Criteria

This issue consists of pre-requisites and three parts:

- A1) Three credits for identifying Employer Information Security Requirements (EISR).
- A2) One credit for Communication of EISR.
- A3) Two credits for EISR Compliance.

The following is required to demonstrate compliance:

#### **Pre-requisites**

The award of credit A2 and A3 are subject to the award of A1 as the Employer Information Security Requirements must be developed before they can be communicated or complied with.

#### **A1) Three Credits – Employer Information Security Requirements (EISR)**

- 1) EISRs are identified for projects: Refer to CN1, CN2 and CN3.

#### **A2) One Credit - Communication of EISR**

- 1) The need for compliance with EISRs has been communicated to all prospective project team members as part of any project tendering and contracting process;

#### **A3) Two Credits – EISR Compliance**

- 1) Compliance with EISRs is monitored and corrective action(s) are taken in the event of non-compliance.

#### Checklists and tables

None



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## Compliance Notes

Ref	Terms	Description
CN1	Employer Information Security Requirements (EISRs)	<p>The scope of the requirements includes security threats during the project delivery stage and to the following project related information (as applicable):</p> <ul style="list-style-type: none"> <li>a) employer and interested party commercial, intellectual property, copyright information</li> <li>b) personal data;</li> <li>c) current facility information including all built assets, systems and sub-systems;</li> <li>d) existing facility security risk management system;</li> <li>e) existing facility security systems, sub-systems and components.</li> <li>f) proposed facility information including all built assets, systems and sub-systems</li> <li>g) project and supply chain related commercial, intellectual and copyright information;</li> </ul>
CN2	New Facility / Construction project specific requirements	<p>Employer information security requirements are updated at each key project stage, as defined in the project programme, taking into account the increased level of detail available as a result of design development. tendering and availability of construction information.</p> <p>The scope of information security requirements is aligned to PAS1192-5 (2015) Section 10.3. When working with suppliers, the employer complies with Section 11 of PAS1192-5 (2015).</p>
CN3	Change of ownership / occupancy, demolition or decommissioning project specific requirements	<p>The Employer Information Security Requirements identify information assets:</p> <ul style="list-style-type: none"> <li>a) to be retained by the Employer</li> <li>b) requiring destruction, disposal or desensitisation and any specific requirements related to the process</li> <li>c) to be handed over to the new occupant/owner (if any).</li> </ul> <p>Refer to Section 12.2 &amp; 12.3 of PAS1192-5 (2015) for further information.</p>

## Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	Documented employer information security requirements		
A2	Tender documentation and project contracts include Employer Information Security Requirements		
A3	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

Applicants should refer to PAS1192-5 (2015) 'Specification for security-minded building information modelling, digital built environments and smart asset management' for additional information on managing project information security risks.

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### MAN3.4 Project Security Brief

Number of credits available	Minimum Standard
5	None

#### Aim

To encourage the communication of project security requirements to the project team from the outset of a project.

#### Assessment Criteria

This issue consists of pre-requisites and three parts:

- A1) Two credits for Project Security Risk Assessment
- A2) Two credits for development of a Project Security Brief
- A3) One credit for communicating the Project Security Budget

The following is required to demonstrate compliance:

#### Prerequisites

##### 1) New Facility Assessment:

Credit (A1) is to be awarded automatically where credit FSR2.1(A2) is awarded, as the project scope is identical to that of the facility as a whole. Where FSR2.1(A2) is not awarded, this credit cannot be awarded.

Credit (A2) is to be awarded automatically where credit FSR1.7(A1) is awarded, as the project scope is identical to that of the facility as a whole. Where FSR1.7(A1) is not awarded, this credit cannot be awarded.

In-Use Facility Assessment: The award of Credit (A1) is subject to the award of FSR2.1(A2) as an existing security risk register is required to understand the impact of the project on current facility security risks.

#### **A1) Two Credits – Project Security Risk Assessment (Refer to Prerequisites)**

One Credit -

- 1) A Competent Person(s) conducts a security risk assessment for the project (Refer to CN1);
- 2) The project risk assessment was updated, as a minimum, at each project milestone.

*Note: Regular updates allow security risk(s) to inform ongoing project development and for increasing robustness in the risk assessment as more project information becomes available.*

- 3) The project risk assessment identified the following for incorporation in the facility risk assessment:
  - a) any new security risks as a result of the project.

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- b) the impact (positive / negative / none) of the project on existing facility security risks.

One Credit -

- 4) Security risks arising during the project implementation stage were assessed to identify a requirement for temporary security controls (Refer to CN2).

**A2) Two Credits - Project Security Brief**

- 1) A project security brief is documented prior to procuring and implementing project security controls.
- 2) The project security brief incorporates project security objectives and requirements that can be used to monitor and evaluate project performance.
- 3) The security scope of the project security brief includes:
  - a) the project scope;
  - b) everything within the facility security system boundaries (for integration and interoperability purposes)

**A3) One Credit – Project Security Budget**

- 1) The project security brief incorporates a Security Budget or if there is no budget assigned to the project, this shall be documented and justified.

**Checklists and tables**

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Risk'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant or security manager that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of security risk in the built environment.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Temporary Risks	<p>During project implementation there may be security threats that are not present post-project completion.</p> <p>Similarly, there may be temporary conditions during project implementation that make the facility more vulnerable to attack or the consequence of an attack more severe. Examples of temporary risks in construction include:</p> <ul style="list-style-type: none"> <li>• the presence on site of large numbers of contractors and sub-contract staff;</li> <li>• construction equipment and vehicles on site, requiring frequent entry and exit;</li> <li>• delivery of bulky items and large quantities of materials;</li> <li>• Exposed building fabric and structure.</li> </ul>

## Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	New Facility Assessment:		
	Credit (A1) is to be awarded automatically where credit FSR2.1(A2) is awarded		
	In-Use Facility Assessment:		
	A Project Risk Register (Refer to CN1 & CN2)		
A2	A standalone project security briefing document or security is integrated within the project brief which outlines all project objectives and requirements.		
A3	A security budget included in overall project budget or confirmation that a dedicated budget is not required for security.		

## Additional Information

Project security brief – A written document setting out the context for a project i.e. the outputs from FSR1 of this scheme document.

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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### MAN3.5 Project Security Strategy

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the adoption of a holistic approach to project security risk treatment.

#### Assessment Criteria

This issue consists of pre-requisites and a single part:

A1) One credit for a Project Security Strategy Report

The following is required to demonstrate compliance:

#### Prerequisite

##### New Facility Assessment

This credit is to be awarded automatically where credit PSF1.1(A1) is awarded, as the scope of the project is identical to that of the facility as a whole. Where PSF1.1(A1) is not awarded, this credit cannot be awarded.

##### In-Use Facility Assessment:

The award of A1 is subject to the award of:

- Both credits in MAN3.4(A1) as a risk assessment is required to inform project strategy development.
- PSF1.1(A1) as a facility security strategy for the existing facility (pre-project) is required to address project integration and interoperability.

#### ***A1) One Credit – Project Security Strategy (In-Use Facility Assessment Only)***

- 1) A Competent Person(s) documents a project security strategy for incorporation into the facility security strategy following project implementation.
- 2) The security strategy outlines:
  - a) what is to be achieved (performance requirements);
  - b) the security concepts for mitigating the security risks outlined in the project risk register;

#### Checklists and tables

None

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## Compliance Notes

Ref	Terms	Description
CN1	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Strategy'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate an understanding of how to develop and document a security strategy for a facility of a comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>
CN2	Project Security Strategy	<p>The project security strategy scope extends to the project boundary and addresses integration and interoperability requirements with the existing facility security system (security system boundary).</p> <p>Security concepts are supported by site plans, sketches, drawings, photographs and imagery (as appropriate) to provide context and support the security strategy narrative.</p> <p>The scope of the security strategy addresses:</p> <ul style="list-style-type: none"> <li>• Deterrence</li> <li>• Detection</li> <li>• Disruption</li> <li>• Denial</li> <li>• Delay</li> <li>• Response</li> <li>• Recovery</li> </ul> <p>A Level 1 Operational Requirement conforming to CPNI guidance may be accepted in lieu of a 'Security Strategy Report' provided its content evidences all the requirements of the Credit A1.</p>



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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	New Facility Assessment:		
	Awarded automatically if PSF1.1(A1) is awarded		
	In-Use Assessment:		
	Project security strategy report (Refer to CN2) or the project security concepts are incorporated in the facility security strategy.		

## Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).

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### MAN3.6 Project Security Design

Number of credits available	Minimum Standard
4	None

#### Aim

To encourage the development and documentation of a project security design that is consistent with the project security strategy.

#### Assessment Criteria

This issue includes prerequisites and is split into two parts:

- A1) Up to three credits for Project Security Design
- A2) One credit for Project Capital Cost Reporting

The following is required to demonstrate compliance:

#### ***Pre-requisites***

##### New Facility Assessment

- 1) Credits in MAN3.6(A1) are awarded automatically where the corresponding credits detailed in PSF2.1(A1) are awarded - as the scope of the project is identical to that of the facility as a whole.
- 2) MAN3.6(A2) is awarded automatically where PSF2.1(A2) is awarded - as the scope of the project is identical to that of the facility as a whole.

##### In-Use Facility Assessment:

For projects where the project security strategy did not require capital investment in new or modified physical and technical security controls, credits A1 and A2 are to be awarded automatically, without a need for a project security design or capital cost reporting. For projects where the project security strategy did required capital investment in new or modified physical and technical security controls, the award of A1 is subject to the award of:

- MAN3.4(all credits in A1 & A2) as a project risk assessment and project security brief are required to inform the project security strategy and subsequent design.
- MAN3.5(A1) as a project security strategy is required to ensure the physical and technical design of the project is consistent with the security concepts presented in the security strategy.

#### ***A1) Up to Three Credits – Project Security Design***

##### Two Credits:

- 1) A Competent Person(s) documents the physical and technical security design for the project.

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- 2) The design includes complete information for all facility security sub-systems and components, including performance and technical specifications.
- 3) Specifications include relevant national and international standards.
- 4) Specifications include integration and interoperability requirements.
- 5) The design is approved by the Employer Representative.

**One Bonus Credit:**

- 1) The technical security design is reviewed by an independent (3<sup>rd</sup> party) Competent Person(s) and all applicable recommendations have been implemented prior to design approval by the Employer Representative (in the case of New Facilities).

***A2) One Credit – Project Capital Cost Reporting***

- 1) Report the capital cost for physical and technical measures expressed as a percentage of facility build cost (Refer to CN1).

**Checklists and tables**

None

**Compliance Notes**

Ref	Terms	Description
CN1	Capital Cost	Actual costs should be provided unless this information is not known, in which case a best estimate should be provided.
CN2	Competent Person(s)	<p>The following are deemed to be appropriate:</p> <ol style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Technical Security Design'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant that meets the following requirements: <ol style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate an understanding of security strategy and security engineering design for a facility of a comparable scale and security needs.</li> <li>b) Hold a suitable qualification relevant to security</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ol> </li> </ol>

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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
<i>New Facility:</i>			
A1 & A2	Award the credits if PSF2.1(A1 & A2) are awarded.		
<i>In-Use Facility Assessment – For projects where capital investment was required by the project security strategy</i>			
A1	1) Project design package, including drawings, performance and design specifications. 2) Project as-built information, including photos, certificates, manufacturer's literature and any documentation required by relevant security sub-system and component National, European and International Standards.		
A2	Project security capital cost prepared by a Chartered Quantity Surveyor and reported to the SABRE Registered Assessor.		
<i>In-Use Facility Assessment – For projects where no capital investment in security required by project security strategy i.e. no physical or technical design changes to the facility.</i>			
A1 & A2	No requirements. Award credits automatically.		

## Additional Information

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### MAN3.7 Project Security Management Plan

Number of credits available	Minimum Standard
6	None

#### Aim

To encourage the development of a project security management plan that provides clear expectations related to personnel security and operational security management.

#### Assessment Criteria

This issue consists of pre-requisites and four parts:

- A1) Three credits for a Project Security Risk Management Plan
- A2) One credit for Operational Response Levels
- A3) One credit for Independent 3<sup>rd</sup> Party Review
- A4) One credit for an Operational Security Budget

The following is required to demonstrate compliance:

#### Pre-requisite(s)

##### 1) New Facility Assessment

The scope of the project is identical to that of the facility as a whole and as such:

- a) If PSF3.1(A1) is awarded, then automatically award MAN3.7(A1)
- b) If PSF3.1(A2) is awarded, then automatically award MAN3.7(A2)
- c) If PSF3.1(A3) is awarded, then automatically award MAN3.7(A3)
- d) If PSF3.1(A4) is awarded, then automatically award MAN3.7(A4)

##### In-Use Facility Assessment:

The award of A1 to A4 are subject to the award of:

- MAN3.4(all credits in A1 & A2) as a project risk assessment and project security brief are required to inform the project security strategy and subsequent design.
- MAN3.5(A1) as a project security strategy report is required to ensure the security risk management plan is consistent with the security concepts presented in the project security strategy.

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**A1) Three Credits – Project Security Risk Management Plan**

- 1) The Security Manager(s) documents a security risk management plan for the project (sometimes referred to as a Security Concept of Operations (CONOPS)).
- 2) For each mode of operation, the plan outlines the role of personnel in the delivery of security (operational security requirement).
- 3) The plan has been approved by the Employer Representative(s).

**A2) One Credit – Operational Response Levels**

- 1) The operational security requirement is defined at a minimum of two operational response levels and is consistent with the facility operational response levels.

*Note: Some facilities, such as military establishments and government buildings may have three or more operational response levels e.g. Normal, Heightened, Severe.*

**A3) One Credit - Independent 3<sup>rd</sup> Party Review**

- 1) The project management plan was reviewed by an independent (3<sup>rd</sup> party) Competent Person(s) and all applicable recommendations have been implemented prior to approval by the Employer Representative(s).

**A4) One Credit - Operational Security Resource Needs**

- 1) The project security manager communicated project operational security resource needs to the Employer Representative(s) taking into consideration:
  - c) Internal security organisation staffing
  - d) Outsourced 3rd party services e.g. guarding, vetting, maintenance contracts

**Checklists and tables**

None.

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## Compliance Notes

Ref	Terms	Description
CN1	Independent 3 <sup>rd</sup> Party Competent Person(s)	<p>The following are acceptable in terms of demonstrating independence:</p> <ul style="list-style-type: none"> <li>a) No current or previous affiliation with the facility under assessment i.e. its ownership, procurement, operation, security.</li> <li>b) No current or previous affiliation with the owner, occupier or 3<sup>rd</sup> party security service providers used by the facility.</li> </ul> <p>The following are deemed to be appropriate in terms of competency to conduct the review:</p> <ul style="list-style-type: none"> <li>1) A SABRE Registered Professional meeting the criteria for 'Operational Security'.</li> <li>2) A specialist registered with a SABRE recognised third party certification scheme for security specialists</li> <li>3) A practicing security consultant that meets the following requirements: <ul style="list-style-type: none"> <li>a) Minimum 3 years relevant experience in the last 5 years. The experience must clearly demonstrate a practical understanding of facility operational security and budgeting.</li> <li>b) Hold a suitable qualification relevant to security.</li> <li>c) Maintains full membership of a relevant professional body that has a professional code of conduct.</li> </ul> </li> </ul>

## Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
New Facility Assessment:			
A1,A2,A3,A4	Award credits in this issue as follows: a) PSF3.1(A1) awarded, then award MAN3.7(A1) b) PSF3.1(A2) awarded, then award MAN3.7(A2) c) PSF3.1(A3) awarded, then award MAN3.7(A3) d) PSF3.1(A4) awarded, then award MAN3.7(A4)		
In-Use Facility Assessment:			
A1	Project security risk management plan (CONOPs) or written confirmation, approved by the Employer Representative  or Facility security risk management plan incorporates the project security risk management plan.		
A2	The project operational response levels are consistent to the facility operational response levels.		
A3	Independent 3 <sup>rd</sup> party review recommendations and implementation status.		
A4	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		

## Additional Information

For the list of SABRE Registered Professionals, please visit [www.redbooklive.com](http://www.redbooklive.com).



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### MAN3.8 Procurement of Security Products & Services

Number of credits available	Minimum Standard
4	None

#### Aim

To obtain high levels of assurance and trust in the security products and services that contribute to facility security.

#### Assessment Criteria

This issue consists of pre-requisites and three parts:

- A1) Two credits for the use of Tested and Certified Security Products
- A2) One credit for the appointment of Competent Security Installers
- A3) One credit for Independent 3<sup>rd</sup> Party Inspection Services

The following is required to demonstrate compliance:

#### ***Pre-requisites***

- 1) If no spatial, physical or technical design or amendments are associated with the project (i.e. no capital expenditure on security), Credits A1 to A3 are awarded automatically.
- 2) For projects involving spatial, physical or technical design or amendments (i.e. capital expenditure on security), the award of Credit A1 and A2 are subject to the award of MAN3.6(A1) as technical design information and specifications are required to identify applicable product testing and certification standards.

#### ***A1) Two Credits – Tested & Certified Security Products***

##### One Credit

- 1) The security products, sub-systems and systems forming part of the facility security design have been tested by an independent test facility to applicable national, European and international standards specified within the facility security design.

##### One Credit

- 1) The security products, sub-systems and systems forming part of the facility security design are certified by a 3<sup>rd</sup> party independent body, to applicable national, European and international standards specified within the facility security design.

#### ***A2) One Credit – Competent Security Installer(s)***

- 1) The security products, sub-systems and systems forming part of the facility security design are installed by an independently certified installer(s).

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### **A3) One Credit – Independent 3<sup>rd</sup> Party Inspection Services**

- 1) The security products, sub-systems and systems forming part of the facility security design are inspected by a competent 3<sup>rd</sup> party as part of facility commissioning.
- 2) Any recommendations from the Inspector for remedial works are:
  - a) undertaken before project handover; or
  - b) communicated to the Employer Representative, are acknowledged and waived by the Employer Representative in writing.

### **Checklists and tables**

None

### **Compliance Notes**

Ref	Terms	Description
CN1	Independent test and 3 <sup>rd</sup> party certification bodies	A1(1) A 2 <sup>nd</sup> or 3 <sup>rd</sup> party test facility accredited to both: <ul style="list-style-type: none"> <li>• ISO9001</li> <li>• ISO/IEC 17025:2005.</li> </ul> A1(2) An independent 3 <sup>rd</sup> party certification body accredited to ISO/IEC 17065:2012.
CN2	Competent Security Installer	Competence shall be demonstrated by membership of: <ol style="list-style-type: none"> <li>a) a SABRE recognised 2<sup>nd</sup>/3<sup>rd</sup> party certification scheme for security contractors (for the product, sub-system or system subject to installation).</li> <li>b) a UKAS / SIA accredited competency based certification scheme (or an international equivalent).</li> </ol> The installer shall provide a certificate of installation compliance with the applicable standard(s). For auditing purposes, the certificate shall have a URN to support SABRE auditing.
CN3	Independent 3 <sup>rd</sup> party inspector	A competent Security installer (refer to CN2) that has no commercial affiliation or otherwise, with the: <ol style="list-style-type: none"> <li>1) facility under assessment</li> <li>2) installer of the product(s), sub-system(s) or system(s) subject to assessment.</li> </ol>
CN4	Evidence of remedial works	This may include photos (before and after), as built drawings, a second inspection report confirming completion of remedial works.

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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
<i>Projects not involving capital expenditure on security</i>			
A1-A3	Award the credits automatically.		
<i>Projects involving capital expenditure on security</i>			
A1	(1) Commitment to the use of tested products. (2) Commitment to the use of certified products. These commitments are reflected in project tender documentation.	(1) Test report(s) or test certificate(s) issued from a SABRE recognised independent test facility (Refer to CN1). (2) Product certificates. Online listings made available by the independent certification body (Refer to CN1) may be used to validate manufacturer/installer issued certificates and that the product is within the certification scope.	
A2	Requirement for competent installers in the tender documentation.	Certificate(s) provided by Competent Security Installer (Refer to CN2)	
A3	Requirement for independent 3 <sup>rd</sup> party inspection within tender documentation.	Inspection report by an independent 3 <sup>rd</sup> party installer or certification body. 1) Approval / Sign off by 3 <sup>rd</sup> party; or 2) Documented recommendations for remedial works (Refer to CN4) and implementation of recommendations; or 3) Documented recommendations for remedial works (Refer to CN4) and a written waiver by the Employer Representative.	

## Additional Information

None.

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### MAN3.9 Project Handover Strategy

Number of credits available	Minimum Standard
1	A1 – Excellent & Outstanding

#### Aim

To encourage the preparation of a project handover strategy, which supports the establishment of effective operations upon project completion.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for a Project Handover Strategy

The following is required to demonstrate compliance:

#### **A1) One Credit – Project Handover Strategy**

- 1) The project Security Manager(s) establishes a handover strategy for the project.
- 2) The strategy outlines any special requirements related to (if any):
  - a) phased handover of the project;
  - b) estimated handover resources and anticipated costs;
  - c) handover time scales;
  - d) commissioning;
  - e) handover information and guidance (Refer to CN1);
  - f) pre-handover training of personnel;
  - g) project aftercare arrangements;
  - h) other factors crucial to effective security management.
- 3) For construction projects, the handover strategy:
  - a) includes within tender documentation to pre-qualified tenderers in order that appropriate costs are identified prior to award of the main construction contract.
  - b) includes an introduction to, and demonstration of, all installed security systems and key features, particularly automated systems, controls and their interfaces.

#### Checklists and tables

None

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## Compliance Notes

Ref	Terms	Description
CN1	Handover information and guidance	<p>This will need to include all evidence required for claimed SABRE credits, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Project security risk register</li> <li>• Project security strategy report</li> <li>• As built information, including certificates for security products and services</li> <li>• Commissioning records, maintenance requirements, log books</li> <li>• Project security risk management plans</li> </ul> <p>The content and structure of the handover information shall be agreed with the Employer Representative to ensure that it can be incorporated within the facility SRMS Manual which is a SABRE minimum standard for In-Use facilities. (Refer to MAN 1.10 Documented Information).</p>
CN2	Speculative Build Projects	<p>If facility security is reliant on security controls that will not be delivered as part of the base build of a project (shell &amp; core), it will be necessary in the shell &amp; core handover information to detail performance and design specifications for the information of the future tenant and their fit out contractor(s).</p> <p>Failure to communicate the fit out requirements (if any) upon completion of the shell &amp; core contract will prevent the award of the relevant criteria and the interim SABRE (Shell &amp; Core) rating.</p> <p>At full certification i.e. post-fit-out; assessment shall demonstrate compliance with the base build requirements outlined in the handover information. If the tenant has implemented an alternative design at fit out, this must not conflict with the facility security strategy.</p>

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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	<u>Project Handover Strategy</u> For construction projects, this was available prior to main contract tender. (Refer to CN2 for information relating to the shell and core interim assessment stage)		

## Additional Information

The successful operation and maintenance of the facility security system will depend on the quality of the handover of a project to the end user.

The information outlined in the handover strategy will usually address any special requirements related to phased handover of the project, commissioning of the system, pre-handover training of personnel or other factors crucial to the successful operation of the system. In the case of non-construction projects, the handover strategy may be brief, but still provides a vehicle for coordination and communication between the facility security organisation and the project team(s).

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### MAN3.10 Control of Project Work at the Facility

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage the implementation of appropriate temporary security controls during a project in order that facility security not be compromised by temporary risk conditions.

#### Assessment Criteria

This issue consists of a pre-requisite and two parts:

- A1) One credit for documenting a Temporary Security Plan
- A2) One credit for Plan Implementation

The following is required to demonstrate compliance:

#### Pre-requisite

- 1) The award of Credits A1 & A2 is subject to the award of both credits in MAN3.4(A1), as a risk assessment is required to identify temporary risk conditions that need to be mitigated.

#### A1) One Credit – Temporary Security Plans

- 1) The project Security Manager(s) establishes and documents plans for security controls to be implemented during a project / construction of the facility.

Notes:

- *The plans shall consider vulnerabilities that are only present during construction and phased completion / handover that could compromise facility security.*
- *The plans shall consider security risks to construction site personnel, equipment and materials.*
- *Where risk assessment determines that no temporary measures are required, a plan is not necessary and both Credit A1 and Credit A2 may be awarded.*

#### A2) One Credit – Temporary Plan Implementation

- 1) Any temporary security controls are implemented in accordance with the plans or deviations from the plans are documented and approved by the Employer Representative(s).

#### Checklists and tables

None

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### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	A documented temporary security control plan or Temporary risks are considered in the project risk assessment process and that the risks identified were deemed to be insufficient to warrant mitigation. This shall be documented and signed-off by the Employer Representative.		
A2	<i>Where a plan is required, award the credit where there is:</i>		
	A written commitment to implement the temporary arrangements outlined in the plan	Documented evidence of implementation e.g. photos, maps, plans, purchase orders, invoices, temporary procedures, training records, project incident records.	
	<i>Where a plan is not required, award the credit where there is:</i>		
	Award the credit automatically.		

### Additional Information

'Temporary Risks' – A security risk that exists only during the delivery of the project due to either threats that are different than in the end state of the facility, temporary vulnerabilities or temporary influence on consequences in the event of an incident.



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### MAN3.11 Project Commissioning & Security System Testing

Number of credits available	Minimum Standard
2	None

#### Aim

To encourage commissioning and testing of the facility security system to ensure future performance is as per the facility security strategy intent.

#### Assessment Criteria

This issue consists of pre-requisites and two parts:

- A1) One credit for Project Commissioning Budget Allocation
- A2) One credit for Project Security System Commissioning

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) In the case of a project(s) not involving capital investment in security (i.e. no spatial, physical or technical design or amendments), then credits A1 and A2 may be awarded automatically.
- 2) In the case of projects involving capital investment in security, the award of A1 is subject to the award of:
  - MAN3.5(A1) as a project security strategy is required to establish success criteria for system commissioning and testing
  - MAN3.6(A1) to specify system, sub-system(s) and component(s) commissioning requirements;
  - MAN3.9(A1) as a handover strategy should outline the approach to commissioning and any specific commissioning requirements unique to the project.

#### **A1) One Credit – Project Commissioning Budget Allocation**

- 1) The project budget accounts for a commissioning and testing programme in accordance with the requirements of the project handover strategy.

#### **A2) One Credit – Project Security System Commissioning**

- 1) Full commissioning and testing of all new or modified facility security systems, sub-systems and components is in accordance with the requirements of the project:
  - a) project security design;
  - b) handover strategy.
- 2) The commissioning and testing of each security system, sub-system and component is witnessed by a person appointed by the Employer Representative.

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- 3) The project commissioning records are incorporated within handover information to the Employer Representative(s).

### Checklists and tables

None

### Compliance Notes

Ref	Terms	Description
CN1	Commissioning Budget	<p>In the case of new facility assessment and projects involving construction works, the commissioning costs shall be incorporated in the contractor's project fee schedule and associated schedule / plan of works, allowing sufficient time in the project programme to conduct the full commissioning programme.</p> <p>In the case of projects not involving any spatial, physical or technical design or amendments to an existing facility, a budget need not be assigned for commissioning and the credit may be awarded.</p>
CN2	'Commissioning Records'	<p>Records must include details of the tested / commissioned / approved products, systems or services.</p> <p>A statement of conformity, including the standard against which conformity has been assessed, the issuing authority, the date of issue and confirmation that it relates to the facility being assessed for a SABRE Rating.</p>

### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
A1	<i>Projects involving spatial, physical or technical security design or amendments</i>		
	1) Commissioning budget 2) Inclusion of security system commissioning and testing activity within the project schedule / programme of works.		
	<i>Projects not involving spatial, physical or technical security design or amendments</i>		
	Award the credit automatically as commissioning is not required.		
A2	<i>Projects involving spatial, physical or technical security design or amendments</i>		
	A written commitment to conform to the project handover strategy.	Commissioning records for relevant systems. Refer to CN2.	
	<i>Projects not involving spatial, physical or technical security design or amendments</i>		
	Award the credit automatically as commissioning is not required.		

## Additional Information

The approach and any specific requirements related to project commissioning should have been outlined in the project handover strategy.

There may or may not be a requirement for the Competent Person(s) that developed the facility security strategy to be involved in this process, as commissioning of the project as a whole may be the responsibility of others (e.g. commissioning engineers). This will depend on the specifics of the construction contract. In complex projects it is recommended that the services of the security strategist be retained to support:

- the contractor or commissioning engineers in completing this process; or
- the Employer Representative, by overseeing the process and providing feedback.

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### MAN3.12 Project Handover

Number of credits available	Minimum Standard
2	A1 - Excellent & Outstanding A2 – All Ratings

#### Aim

To encourage effective handover to the facility end user(s) to support the establishment of effective post-project operations.

#### Assessment Criteria

This issue consists of a pre-requisite and two parts:

- A1) One credit for Handover
- A2) One credit for Handover Information

The following is required to demonstrate compliance:

#### **Pre-requisites**

- 1) The award of Credit A1 is subject to the award of MAN3.9(A1), as a handover strategy is required to identify handover requirements prior to project completion.

#### **A1) One Credit – Handover**

- 1) Handover is in accordance with the project handover strategy;
- 2) Any training identified in the handover strategy is received prior to handover to the Employer;
- 3) For projects involving construction activity, which includes the installation of new security systems, sub-systems and components, the introduction to and demonstration of the installation shall take place prior to handover.

#### **A2) One Credit – Handover Information**

- 1) Handover information is prepared and agreed in accordance with the requirements of the Employer Representative;
- 2) Handover information is available prior to handover taking place;
- 3) Evidence for all SABRE credits is contained in the handover information to allow:
  - a) For New Facilities, the creation of the facility SRMS Manual (Refer to MAN1.10)
  - b) For Existing Facilities, the update of the facility SRMS Manual (Refer to MAN1.10).

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### Checklists and tables

None.

### Compliance Notes

Ref	Terms	Description
CN1	Speculative Build 'Shell & Core'	<p>Where fit out elements contribute to facility security performance and are not installed as part of the shell and core build contract, it will be necessary to detail all assumptions and design specifications that deliver the performance in the project handover information. This will allow an interim 'shell &amp; core' rating and certificate to be issued for the facility.</p> <p>In such cases, the Rating provides interested parties with an indication of the 'potential' security performance of a facility if, during fit-out, all of the outstanding design elements are installed in accordance with the handover information. Full certification will be subject to audit post-fit-out, should a tenant wish to remain a member of the SABRE scheme or the new tenant may wish to apply to the SABRE In-Use scheme.</p> <p>Failure to communicate the fit out requirements upon completion of the shell &amp; core contract will prevent the award of the relevant criteria and the interim SABRE (Shell &amp; Core) rating.</p>
CN2	Availability of Handover Information post-certification	<p>Following project handover to the Employer, the employer is responsible for the secure storage of the handover information.</p> <p>Access to the handover information may be required by BRE Global for scheme auditing purposes. Failure to provide access to a scheme authorised official within the timeframes specified in the scheme rules may result in withdrawal of facility SABRE certification and delisting.</p>

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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A1	Award the credit on the basis of a written commitment to comply with the handover strategy.	i) Training records ii) Refer to CN1 for details specific to information required at Shell & Core stage. iii) Record of introduction and demonstration of systems, including the date undertaken relative to project handover.	i) Training records ii) Record of introduction and demonstration of systems, including the date undertaken relative to project handover.
A2	Creation of the SRMS Manual (SABRE Manual) Refer to MAN1.10 for details of the SRMS Manual (SABRE Manual).	(i) Handover information approved by Employer Representative (ii) Refer to CN1 for details specific to information required at Shell & Core stage. (iii) Creation or Update of the SRMS Manual (SABRE Manual)	(i) Handover information approved by the Employer Representative. (ii) Creation or update of the SRMS Manual (SABRE Manual)

## Additional Information

None.

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### MAN3.13 Project Aftercare

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the provision of post-handover aftercare to ensure facility operation in accordance with the security strategy intent and operational demands.

#### Assessment Criteria

This issue has a pre-requisite and consists of a single part:

A1) One credit for Aftercare Support

The following is required to demonstrate compliance:

#### Pre-requisite

- 1) The award of Credit A1 is subject to the award of MAN3.9(A1) as a handover strategy is required to identify any longer term aftercare support needs.

#### **A1) One Credit – Aftercare Support**

- 1) There is (or will be in the case of interim assessment) aftercare support in place for the facility Security Manager(s), including the following as a minimum:
  - a) a familiarisation tour providing an introduction to, and familiarisation with, security changes resulting from the project.
  - b) availability for aftercare support for at least the first month following project handover.
- 2) Longer term aftercare support provision in accordance with the project handover strategy agreed by the Employer Representative.

#### Checklists and tables

None

#### Compliance Notes

None.

#### Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	Commitment to comply with the handover strategy, including the activities outlined in the criteria for award of A1.	(i) Contractual commitment to aftercare arrangements outlined in the handover strategy.  (ii) Evidence of aftercare provision post-project completion (minimum 1 month or as per handover strategy).	

## Additional Information

None.



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## INN: INNOVATION IN SECURITY RISK MANAGEMENT

### INN1: SECURITY INNOVATION

#### Section Overview

	New Facility	In-Use Facility
<b>Section Weighting</b>	5%	5%

	New Facility & In-Use Facility				
Minimum Standards	Acceptable	Good	Very Good	Excellent	Outstanding
		No minimum standards			

#### Summary

The requirements within this section encourage innovation and an 'aspirational' approach to security risk management that will support improvements in facility security performance and provide learning opportunities for wider dissemination.

Applications for Innovation credits are subject to individual application to BRE Global Ltd. This process is designed to ensure credits are only awarded where real innovations have been adopted.

Issue ID	Issue Name	Credits	Issue Weight
INN1.1	Facility Performance	3(IU) 2(NF)	10
INN1.2	Innovative Management	2	20
INN1.3	Innovative Facility Planning (Physical Environment)	1	20
INN1.4	Physical & Technological Innovation	1	10
INN1.5	Innovation in Personnel Security	1	20
INN1.6	Data Application	2	20
<b>Totals</b>		10(IU) 9(NF)	100%

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### INN1.1 Facility Performance

Number of credits available	Minimum Standard
Up to 3 credits	None

#### Aim

To encourage exemplary security performance and continual improvement.

#### Assessment Criteria

This issue is split into two parts:

- A1) Two credits for Outperforming the Sector
- A2) One credit for Continual Improvement

The following is required to demonstrate compliance:

#### **A1) Two Credits – Outperforming the Sector (Refer to CN1)**

- 1) The average nominal security risk rating assessed by BRE Global Ltd (using the optional Security Performance Assessment outlined in this Scheme Document) across the spectrum of credible security threats is in the lower quartile for the relevant sector.

#### **A2) One Credit – Continual Improvement (In-Use Assessment Only - Refer to CN2)**

- 1) The average nominal security risk rating assessed by BRE Global Ltd (using the optional Security Performance Assessment outlined in this Scheme Document) has reduced since the previous SABRE Security Performance Assessment.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	Outperforming the Sector	In order to be awarded these credits, the applicant shall have undergone the optional Security Performance Assessment outlined in this Scheme Document.  This third-party assessment of performance conducted by BRE Global Ltd provides additional assurance of the effectiveness of the risk mitigation controls at the facility.
CN2	Continual Improvement	In-Use Facilities – If this is the first Security Performance Assessment for the facility, the credit is automatically awarded in recognition of commitment to third-party performance assessment and, as such, continual improvement.  New Facilities - A2 is not available for New Facilities and is offered to encourage continual improvement. As such, this credit is excluded from the SABRE score calculation.

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## Methodology

Credits in this section are subject to the BRE Global Ltd assessment of facility risk mitigation controls using the optional Security Performance Assessment criteria. An outline of that criteria is documented later in this scheme document. The full methodology is confidential but can be viewed via successful application to BRE Global Ltd.

## Evidence

Criteria	Assessment Stage		
	NFA		IU
	Design Interim	Shell & Core Interim	Full Certification
A1	Security Performance Assessment (Refer to CN1)		
A2	N/A		Security Performance Assessment (Refer to CN2)

## Additional Information

None.

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## INN1.2 Innovation in Management

Number of credits available	Minimum Standard
2	None

### Aim

To encourage and recognise innovation in operational security management and collective security.

### Assessment Criteria

This issue consists of two parts:

- A1) One credit for Innovative Policies, Processes and Procedures
- A2) One credit for Community Support Initiatives

The following is required to demonstrate compliance:

#### **A1) One Credit – Innovative Policies, Processes and Procedures**

- 1) Policies, processes or procedures have been implemented that improve facility security performance. The improvements may be implemented at any stage in the life cycle of a facility.

#### **A2) One Credit – Community Security Initiatives**

- 1) The facility is proactively involved in community security initiatives which benefits:
  - a) the facility;
  - b) its neighbours; and
  - c) the wider community.

### Checklists and tables

None

### Compliance Notes

Ref	Terms	Description
CN1	'Innovative'	The policy or procedure should be supported by a narrative outlining the basis for claiming the new policy or procedure is innovative. As a minimum, the following must be demonstrated: <ol style="list-style-type: none"> <li>1) addresses previously unresolved security needs.</li> <li>2) is more effective or more efficient than existing solutions at meeting security needs.</li> <li>3) offers secondary benefits to interested parties without compromise to facility security performance.</li> </ol>

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Ref	Terms	Description
CN2	Evidencing Improvement	Options include: 1) Risk assessment – reduced risk 2) Incident statistics e.g. insurance claims (value / frequency), reduction in incidents, police reports. 3) Year on Year improvement in Security Culture Survey results (MAN1.9). 4) Year on Year improvement in the Security Incident summary report findings

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A1	Innovation report generated by BRE Global Ltd upon receipt of Innovation Application Form with supporting evidence. The application shall outline the justification for the solution to be classed as an 'innovative' in this facility application.		
A2	1) Evidence of membership of a community initiative 2) Evidence of regular contribution to the community initiative, (financial or otherwise) e.g. regular attendance at events, briefings, intelligence sharing, subscriptions, sponsorships, operation of shared security infrastructure.		

### Additional Information

None.

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### INN1.3 Innovative Facility Planning & Design (Physical Environment)

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage innovation in facility planning and design.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for Innovative Planning and Design

The following is required to demonstrate compliance:

#### **A1) One Credit – Innovative Planning and Design**

- 1) The planning and design of the facility physical environment has been used to mitigate credible security threat(s);
- 2) Innovation may be demonstrated in any of the following aspects of facility planning and design:
  - a) Public realm and landscaping;
  - b) Access and circulation framework (transport infrastructure);
  - c) Architectural design;
  - d) Engineering systems design.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	'Innovative'	<p>The facility plans/designs should be supported by a narrative outlining the basis for claiming a solution is innovative. As a minimum, one or more of the following must be demonstrated:</p> <ol style="list-style-type: none"> <li>1) the physical environment addresses previously unresolved security needs.</li> <li>2) the solution is more effective or more efficient than existing solutions at meeting security needs.</li> <li>3) The solution offers secondary benefits to interested parties without compromise to facility security performance.</li> </ol>

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## Methodology

None.

## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	Annotated site plans, design package and supporting narrative.	Innovation report generated by BRE Global Ltd upon receipt of Innovation Application Form with supporting evidence.	

## Additional Information

None.

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#### INN1.4 Physical or Technological Innovation

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the adoption of innovative physical and technological security solutions.

#### Assessment Criteria

This issue consists of a single part:

- A1) One credit for the adoption of Innovative Security Products and Systems

The following is required to demonstrate compliance:

#### **A1) One Credit – Innovative Security Products and Systems**

- 1) The facility security design incorporates one or more security product(s) or system(s) that are 'innovative' in terms of features or its application in the context of the facility under assessment.
- 2) A narrative is produced to support the claim of innovation to the satisfaction of BRE Global Ltd.

#### Checklists and tables

None

#### Compliance Notes

Ref	Terms	Description
CN1	'Innovative'	<p>The product or system should be supported by a narrative outlining the basis for claiming the solution as 'innovative'.</p> <p>There must be a feature or features that set the product/system apart from other products or it must be an innovative application of an existing technology.</p> <p>As a minimum, one or more of the following must be demonstrated:</p> <ol style="list-style-type: none"> <li>1) the solution addresses previously unresolved security needs for the type of facility under assessment.</li> <li>2) the solution is more effective or more efficient than existing solutions at meeting security needs.</li> <li>3) the solution offers secondary benefits to interested parties without compromise to facility security performance.</li> </ol>



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### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	Innovation report generated by BRE Global Ltd upon receipt of Innovation Application Form with supporting evidence. The application shall outline the justification for the solution to be classed as an 'innovative' in this facility application.		
	Product / System manufacturer data sheet		
	Test report or Certificate by an independent testing facility documenting the product/system performance as claimed in the application.		
	Design drawings showing product system integration	As built drawings showing product / system integration at the facility, photos of the installation.	

### Additional Information

None.

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### INN1.5 Innovation in Personnel Security

Number of credits available	Minimum Standard
1	None

#### Aim

To encourage the adoption of innovative personnel security solutions.

#### Assessment Criteria

This issue consists of a single part:

A1) One credit for Personnel Security Innovation

The following is required to demonstrate compliance:

#### **A1) One Credit – Personnel Security Innovation**

- 1) The facility security strategy incorporates a personnel security solution that is 'innovative' in terms of its benefits, features or its application in the context of the facility under assessment.
- 2) A narrative is produced to support the claim of innovation to the satisfaction of BRE Global Ltd.

#### Checklists and tables

None

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## Compliance Notes

Ref	Terms	Description
CN1	Personnel Security Solution	<p>The solution(s) may include:</p> <ul style="list-style-type: none"> <li>• policies;</li> <li>• processes;</li> <li>• procedures;</li> <li>• campaigns;</li> <li>• investigations;</li> <li>• incentivisation schemes;</li> <li>• monitoring and reporting systems.</li> </ul> <p>Solutions shall demonstrate any or all of the following:</p> <ul style="list-style-type: none"> <li>• reduce likelihood of recruitment of insiders</li> <li>• reduce incentives to insiders (deter);</li> <li>• increase detection rates;</li> <li>• reduced vulnerabilities; and/or reduced consequences;</li> <li>• Improved security culture</li> </ul>
CN2	'Innovative'	<p>As a minimum, one or more of the following must be demonstrated for a solution to be recognised as innovative:</p> <ol style="list-style-type: none"> <li>1) the solution addresses previously unresolved security needs for the type of facility under assessment.</li> <li>2) the solution is more effective or more efficient than existing solutions at meeting security needs.</li> <li>3) the solution offers secondary benefits to interested parties without compromise to facility security performance.</li> </ol>

## Methodology

None.

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## Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
	Innovation report generated by BRE Global Ltd upon receipt of Innovation Application Form with supporting evidence. The application shall outline the justification for the solution to be classed as an 'innovative' in this facility application.		

## Additional Information

Further information on personnel security can be found at:

<http://www.cpni.gov.uk/advice/Personnel-security1/>

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## INN1.6 Data Application

Number of credits available	Minimum Standard
2	None

### Aim

To encourage the application of data and information available to the facility security organisation to improve facility security performance.

### Assessment Criteria

This issue consists of a prerequisite and is split into two parts:

- A1) One credit for Data Sharing
- A2) One credit for Data Application

The following is required to demonstrate compliance:

### Prerequisites

- 1) For facilities in use, the award of Credit A1 is subject to the award of the first credit in MAN1.12(A1) as facility information security requirements should be known before sharing data and information relating to security with 3<sup>rd</sup> parties.

Similarly, for new facility assessment, the award of credit A1 is subject to the award of MAN3.3(A1) as the project security requirements should be known before sharing data and information relating to security with 3<sup>rd</sup> parties.

### A1) One Credit – Data Sharing

- 1) The facility security manager(s) shares data and information for the purpose of crime prevention, security and investigations.
- 2) Data sharing should be subject to formal arrangements which are consistent with the:
  - a) Facility Information Security Requirements;
  - b) Applicable laws and regulations.

### A2) One Credit – Data Application

- 1) Data and information available from two or more of the following sources is used in support of facility security risk management:
  - a) facility systems, processes and procedures;
  - b) open source information;
  - c) 3<sup>rd</sup> parties with whom the facility has formal sharing agreements;
  - d) Intelligence and law enforcement entities.
- 2) Data is used pro-actively in a timely manner to improve facility security performance.

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### Checklists and tables

None.

### Compliance Notes

None.

### Methodology

None.

### Evidence

Criteria	Assessment Stage		
	NFA		NFA or IU
	Design Interim	Shell & Core Interim	Full Certification
All	One or more of the evidence types listed in the SABRE evidential requirements section can be used to demonstrate compliance with these criteria.		
A2	Innovation report generated by BRE Global Ltd upon receipt of Innovation Application Form with supporting evidence. The application shall outline the justification for the solution to be classed as an 'innovative' in this facility application.		

### Additional Information

A wealth of data is now available from sensors within buildings and infrastructure e.g. building management systems, active surveillance systems, access control systems or guard force reporting. Data is often discarded without due consideration of the potential benefits of its application or for 'fear' of breaching Data Protection requirements.

The analysis and application of data, such as changes in user behaviours or incident performance may offer a range of security risk management benefits, particularly if data can be harvested in real-time and used by the facility security organisation for dynamic risk assessment and decision making.

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## Security Performance Assessment (optional)

### Introduction

The SABRE scheme includes an optional Security Performance Assessment to provide scheme applicants and members with a higher level of assurance in facility security performance through the determination of facility security risks using a standardised risk assessment process.

The findings of the optional Security Performance Assessment can be used to compare one facility with other facilities in the same built asset category. In addition, the Responsible Person(s) may decide to use the data for evidencing continual improvement or to evidence performance enhancement as a result of investment(s) in security.

These benefits arise from the use of a standard methodology and consistent metrics to assess all facilities using the scheme. The assessment process involves six key stages and requires input from the applicant as detailed in subsequent sections.

The results of the performance assessment are documented in a report that is issued only to the scheme applicant. They, not BRE Global Ltd, determine who may have sight of the assessment results. However, it is anticipated that certain interested parties may wish to be privy to the findings if entering into an agreement or transaction with the facility owner(s) or occupier(s).

It is important that the information resulting from the the optional Security Performance Assessment is read in conjunction with the SABRE Rating to provide a greater understanding of facility security.

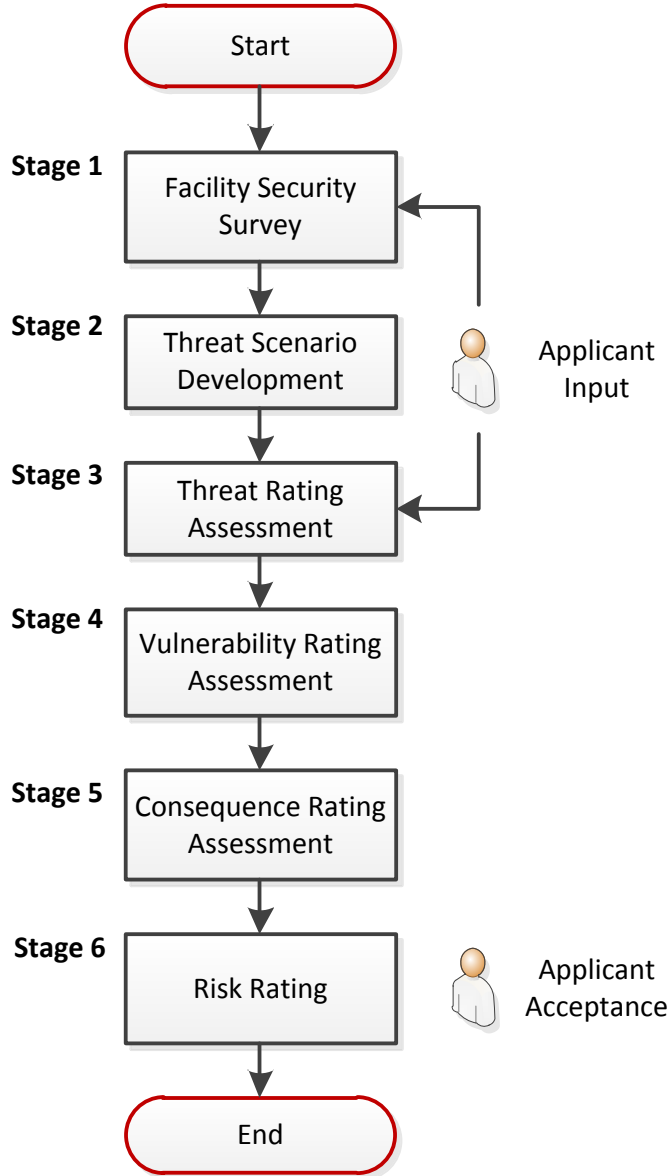
For security reasons, only an outline of the optional Security Performance Assessment process is presented in this Scheme Document. Applicants wishing to understand the process in greater detail should contact BRE Global Ltd.

### Key Process Stages

The optional Security Performance Assessment process is presented in Figure 3. Requests to undertake a Security Performance Assessment must be made at the application stage. This is because the process is led by BRE Global Ltd and includes a number of engagement activities that require applicant participation and information exchange.

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**Figure 3** Optional Security Performance Assessment Process



**Stage 1 – Facility Security Survey**

The first stage of the performance assessment process is the documentation of a facility security survey. This captures in a standard format, evidence of existing security controls witnessed during site visits or in documentation submitted in support of the SABRE assessment.



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## Stage 2 - Threat Scenario Development

Using the security survey, BRE Global Ltd develops a set of facility-specific security threat scenarios for testing the facility security controls. These scenarios are developed in accordance with the SABRE scheme requirements, taking into consideration the following:

- design basis threat information (documented in the SABRE facility data sheet issued following application to the scheme);
- specific attributes of the facility under assessment; and
- scenario development constraints dictated below.

Three scenarios are developed for each applicable actor objective, one scenario for each of the following:

1. The scenario associated with the **shortest time** to complete the act.
2. The scenario offering the actor the least **likelihood of detection**.
3. The scenario offering the maximum **reward/impact** for the actor.

The resulting scenarios cover a broad range of attack methods, are credible for the facility type under assessment and are likely to produce conservative security risk ratings. However, other modus operandi may exist or may become credible in the future and as such, the scenarios assessed are not exhaustive and other scenarios may give different results.

## Stage 3 – Threat Rating Assessment

Once BRE Global Ltd has developed the threat scenarios for the assessment, the next task is to establish the threat rating for each scenario. This is an estimate of the relative likelihood of a given scenario over a defined timeframe. Threat ratings range from Frequent (1) to Extremely Improbable (Negligible) for each threat scenario.

Threat ratings are assessed with the applicant and may include the results of the threat assessment conducted in compliance with FSR2.2. As threat ratings may be highly subjective in some cases (due to a lack of public source data and information), two risk ratings will be quoted for each scenario at the end of the performance assessment process:

**Nominal security risk rating** – This rating excludes the security threat rating. Therefore the rating highlights facility vulnerabilities and consequences for each scenario. These components of risk are those which the Responsible Person(s) and facility security manager(s) have direct influence and control.

**Security risk rating** – This rating allows the applicant and stakeholders to assess the relative importance of each scenario taking into consideration the associated threat rating. A Responsible Person(s) may be willing to tolerate a relatively high nominal security risk if the security threat is negligible, as this will lead to a negligible security risk rating. In other cases, a Responsible Person(s) may wish to implement improvements, even where threat is deemed to be very low or negligible.

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#### Stage 4 – System Vulnerability Rating Assessment

A facility's vulnerabilities to the threat scenarios developed by BRE Global Ltd are expressed in a system vulnerability rating. These ratings range from Very High (1) to Negligible and are established through the assessment of the following system attributes:

- 1) System Response
- 2) System Delay (Attack Time vs. Response Time)
- 3) System Detection

#### Stage 5 – Consequence Rating Assessment

The consequences of each threat scenario are assessed to obtain a consequence rating. BRE Global Ltd shall apply the most appropriate qualitative descriptor from the SABRE database for each of the following types of loss:

- A) Harm to life
- B) Economic
- C) Mission Continuity
- D) Reputation/Goodwill
- E) Environment
- F) Compliance

Consequence ratings vary from Very High (1) to Negligible.

#### Stage 6 – Security Risk Rating Assessment

Security risk ratings are established for each of the incident scenarios. These have a value between Very High (1) and Negligible (Neg). The higher the security risk rating, the greater the need to consider additional mitigation to improve system level performance.

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## Certification

A SABRE certificate is awarded following satisfactory completion and quality assurance of the above assessment programme by BRE Global Ltd.

The certificate provides formal verification that the facility has been assessed in accordance with the requirements of the scheme by a SABRE Registered Assessor. The certificate provides assurance to any interested party that a SABRE Rating, at the time of certification, accurately reflects a facility's performance against the SABRE standard.

Anyone wishing to verify the SABRE Rating of a facility can do so by checking its SABRE certificate, which will contain the LPCB certification mark.

The certificates are valid as follows:

### New Facilities:

- a. Design Rating: Until immediately prior to practical completion (full or shell & core), then a shell & core Rating or full Rating is required.
- b. Shell & Core Rating: Until immediately prior to completion of fit out works, then a full SABRE Rating is required.
- c. Full Rating: For 2 years following certification, then an In-Use certificate is required.

### In-Use Certification:

- a. For the first In-Use SABRE certification of a facility, a certificate is valid for 2 years before recertification.
- b. For facilities that have held a SABRE certificate for 2 or more years continuously, surveillance audits are required to maintain a SABRE certification.
- c. For In-Use certification only, certificates are valid for the parties listed on the certificate documentation. Requests to modify the names of parties listed on the certificate documentation must be made to BRE Global Ltd. at [SABRE@bre.co.uk](mailto:SABRE@bre.co.uk).

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### Certification Schedule

The Certification schedule which accompanies the SABRE Certificate provides a detailed breakdown of a facility's scores against the SABRE assessment criteria.

The risk ratings assessed in the Security Performance Assessment (if applicable) remain confidential and are not included in the SABRE certificate or the accompanying schedule.

### Surveillance Audit Schedule

Given that security risks change over time, even in the absence of change to a facility and its security risk management system, it is necessary to conduct surveillance visits at predetermined intervals to provide ongoing assurance of the facility security risk management system and assessment of facility security effectiveness.

The required frequency of surveillance visits for certificated In-Use facilities is dependent on the SABRE Rating achieved at the last assessment and outlined in Table 10.

**Table 10** Surveillance Audit Frequency

Current SABRE Rating	Frequency
Excellent or Outstanding	3 years
Very Good or Good	2 years
Acceptable	1 year

### Marking

The LPCB Certification mark may be used on promotional material for the facility as directed in the publication PN103 'Rules and guidance for the use of the LPCB Certification Marks'. For this scheme, the Mark and accompanying wording that can be used is as follows:



*SABRE (LPS 2082: Issue #)*  
*<Facility Name>*  
*Cert Ref. No. XXXXa/XX*

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### Complaints & Appeals

BRE Global Ltd operates procedures for complaints and appeals. Further details are available on request.

### Publications Referred To

ISO 9001	Quality management systems – Requirements
ISO 27001	Information security management
ISO 31000	Risk Management – Principles and Guidelines
PAS 1192-5	Specification for security-minded building information management, digital built environments and smart asset management
PN100	Compliance Procedure
PN101	Terms and conditions for listing and certification
PN103	'Rules and guidance for the use of the LPCB Certification Marks'
PN715	SABRE Operations Handbook
SeCuRE 3	A Guide for Organisations

For updated references please refer to the most recent dated issue.

**END.**