

## Assign Auditor and Launch Assessment in Security Risk Management

Last Modified on 04/19/2022 12:11 pm EDT

Once an assessment has been created and scoped, it must have an auditor assigned to it before it can be launched and put into the **Fieldwork** phase. By default, the user who created the assessment is automatically assigned as auditor, but the security assessment team can change or add as many additional auditors as desired.

The form in Step 1 below will be displayed automatically after the assessment has been scoped. However, it can be accessed at any time from the **Assessments: Plan, Launch & Monitor** activity or from the My Tasks page.

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An assessment on the My Tasks page.

## To assign an auditor and launch an assessment:

 On the Assign Auditor and Launch Assessment screen, begin typing usernames in the Auditor field to display a list of options, then click to select the user to assign to this assessment.

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Headquarters - Riverdale Industries   SEA-1   Step 3: Assign Auditor and Launch Assessment   Now that the assessment has been scoped, it is ready to assign the field auditor and launch the assessment. The current scoped assess can be reviewed as well, prior to launch.   Related Location   Meditor   Meditor   Compliance Framework   Enterprise Physical Security   Auditor   Security Assessment Team ×   Security Audit Fieldwork (Limited User) ×   ×	
Step 3: Assign Auditor and Launch Assessment   Now that the assessment has been scoped, it is ready to assign the field auditor and launch the assessment. The current scoped assess can be reviewed as well, prior to launch.   Related Location   Meadquarters - Riverdale Industries   Auditor   Security Assessment Team ×   ×     March 10, 2021 ×     March 8, 2022	
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Related Location     Compliance Framework       Headquarters - Riverdale Industries     Enterprise Physical Security       Auditor     Expected Start Date     Due Date       Security Assessment Team ×     March 10, 2021 ×     March 8, 2022       Security Audit Fieldwork (Limited User) ×     ×     Image: Compliance Framework	ment
Headquarters - Riverdale Industries     Enterprise Physical Security       Auditor     Expected Start Date     Due Date       Security Assessment Team × <ul> <li>March 10, 2021 ×</li> <li>March 8, 2022</li> </ul>	
Auditor     Expected Start Date     Due Date       Security Assessment Team ×     ✓       Security Audit Fieldwork (Limited User) ×     ✓	
Security Assessment Team   March 10, 2021     March 8, 2022     March 8, 2022	
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REVIEW SCOPE BEGIN FIELD WORK	

The Assign Auditor and Launch Assessment screen.

- 2. Optional: Edit the Expected Start Date and Due Date fields as needed.
- 3. **Optional**: Click **Review Scope** to display the **Assessment Navigation Tree** to review the sections, sub-sections, and questions on the assessment.

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٩	5.001	Physical Se	curit	y (55-29.3) ASSESSM	ENT ONLY
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	11	<b>0</b> 0 100		Does the facility segregate high value and dangerous cargo in a secure area within the warehouse or storage yard?	No
		Score		Are locking devices used to secure external doors, windows, and gates?	No
		0		Are there separate parking areas for employee/visitor vehicles and the shipping/loading dock cargo areas?	No
				Do you retain/store recorded CCTV data for at least 30 days?	No
				Does each employee have a unique code for alarm system?	No
				Is there a communication system to contact internal security personnel and local law enforcement?	No
				Is there a written procedure to report unauthorized entry to local law enforcement?	No
	*			Are CCTV surveillance cameras used to monitor	No

4. Click Begin Field Work.