

MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP
MISWG Document Number 23

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FACILITY SECURITY QUESTIONNAIRE TEMPLATE

For the execution of the industrial security vetting procedure

1. INVOLVEMENT IN CLASSIFIED CONTRACTS

1.1. Motivation: reason for requesting FSC
(Contract No., classification level, duration, if known)

1.2. List of all previous classified contracts (if applicable)
(subject, classification level, duration)

2. GENERAL DATA

2.1. Full and short name of the facility

2.2. Identification number (Company Reg. No.)

2.2.1. Address of company to be registered

2.2.2. Address of head office (if different)

2.2.3. Addresses of major factories or branch offices (if applicable)

2.4. *OPTIONAL:*

Taxpayer identification number (VAT Reg. No.)

2.5. *OPTIONAL:*

*Account managing financial institution(s):
(Name, address, account number; date of opening and closing of account,
including accounts closed during last ... years)*

2.6. All registered activities of the legal entity of the facility

2.7. *OPTIONAL:*

Corresponding ISO, AQAP, etc. certification

3. DATA ON BUSINESS FORMATION

3.1. Date of establishment of the legal entity of the facility
(dd, mm, yyyy)

- 3.2 List of founders
(Name, address, amount of owners' capital at the time of establishment)

4. OWNERSHIP

- 4.1. List of present owner or owners with influencing shares
(Name, address, amount of owners' capital/share)

- 4.1.1. *OPTIONAL:*
Details of all associated companies, subsidiaries, parent or holding companies
(Full name, address and country in which registered)

- 4.2. Registered capital of the company

- 4.3. *OPTIONAL:*
Ownership of the vetted facility in other companies
(Name, address of the owned company and percentage of share)

- 4.4. *OPTIONAL:*
Number of employees

5. MANAGEMENT

- 5.1. Head of the company
(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

- 5.2. Deputy head of the company
(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

- 5.3. Facility Security Officer and deputy FSO
(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

- 5.4. *OPTIONAL:*
Auditor (Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

- 5.5. Members of the Board of Directors (Indicating specifically those who hold executive appointments and all persons who are authorized to act on behalf of or for a legal person
(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

- 5.6. *OPTIONAL:*
Members of Supervisory Board

(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

6. OTHER PERSONS TO BE VETTED

6.1. Employees with “need-to-know”, such as:

6.1.1. Staff of registration of classified information

(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

6.1.2. Infosec staff

(Name, place and date of birth, nationality, phone, fax number, e-mail address and address)

6.1.3. Employees with access to classified information

7. CURRENT SECURITY POLICY AT THE FACILITY

7.1. Personnel security

7.2. Physical security

7.3. Information security

7.3. Administration security

8. OPTIONAL: OTHER SECURITY CONCERNS

8.1. Business contacts in countries outside those under multi or bilateral security agreements

(partner company's name, country, address, subject and volume of contract)

8.2. Executives' contact with foreign persons or organizations

(type of activity, name of the person/organization, country, address)

8.3. Any detection of unfriendly influence or control on or misuse of company's activity

(corporate espionage, money-laundering, organized crime, etc.)

8.4. Economical conditions

8.4.1. Verified Financial Report (VFR)

(business property, loans/credit, etc.)

8.4.2. Balance sheets

(VFR and balance sheets shall be attached to FSQ)

9. DECLARATIONS

Legally binding Declarations by the authorized representative of company on the followings:

9.1. The correctness of data stated in the FSQ

9.2. Company's consent to the implementation of the vetting of facility by the relevant security authority

9.3. Company's eligibility for participation in public procurement processes (company not subject to final settlement, bankruptcy, liquidation proceeding, business related offence etc.)