Departmental Standard Operating Procedure

Miami-Dade Aviation Department
DSOP No. 07-02
Effective: February _15_, 2007

SUBJECT: MIA SECURITY EQUIPMENT MANAGEMENT

PURPOSE AND SCOPE: The purpose of this Departmental Standard Operating Procedure (DSOP) is to establish policy and procedures for handling the inventory of security equipment at Miami International Airport (MIA).

BACKGROUND: Through procurement initiatives and construction programs dating back to 2002, the Miami Dade Aviation Department (MDAD) has procured an inventory of Capital Improvement Program (CIP) security equipment. The inventory includes closed circuit TV (CCTV) cameras, head-end systems, data network switches, PC workstations, access control systems, power supplies, as well as passive infrastructure such (racks and mounting hardware), etc.

Procurement of the security equipment was intended to supply additional components for the expansion and completion of the New Security System (NSS) at MIA. Because certain construction programs and projects have been delayed, the time that the equipment will be warehoused has been extended. As Airport terminal and concourse construction continue, the inventory of equipment will be issued to construction projects for installation. This process of warehousing and distribution of inventory must be carefully managed to protect and track Department assets.

I. AUTHORITY:

    A. Chapter 25 of the CODE of Miami-Dade County ("Aviation Department Rules and Regulations") which authorizes the Aviation Director to promulgate rules and regulations for the operation of the airports.

    B. Operational Directive No. 99-3 (Written Directive System) which authorizes the Aviation Director to issue Departmental Standard Operating Procedures (DSOPs) to mandate, prohibit, direct or guide the actions of the Aviation Department.

II. DEFINITIONS:

    A. *BOM* – Bill of Materials, itemizes equipment, devices and material to distributed from inventory to requesting project

    B. *CIP* – Capital Improvement Program

C. *CCTV* – Closed Circuit Television

D. *End-point devices* – Card readers, intercom devices, CCTV cameras

E. *Head-end Equipment* – systems and equipment placed in MSRs that support the operation of video and audio and access control functions. Head-end Equipment includes the video network transport switches, video recording systems, and building controllers for access control

F. *MSR* – MDAD Security Room

G. *NSS* – New Security System (a comprehensive access control and surveillance system implemented at MIA)

H. *Passive Infrastructure* – racks, cabinets, mounting brackets, wire management apparatus, etc.

I. *Security Equipment* – Various equipment, systems, and infrastructure items procured by MIA security equipment projects: ITB-MDAD-03-02 and ITB-MDAD-02-03

J. *SER* – Security Equipment Requisition form

K. *SER Committee* – *Security* Equipment Requisition Committee, composed of the Division Director Security and Safety and the Maintenance Systems Support Manager

III. POLICY:

A. The CIP security equipment inventory must be managed to meet the following objectives:

1. protection and tracking of valuable assets and property

2. coordination and distribution of equipment to construction projects for installation and integration with the NSS

3. accounting for procurement and construction resources.

B. Department personnel shall comply with the procedures defined in this DSOP to ensure that the inventory of security equipment is managed properly and Departmental security equipment objectives are met.

IV. RESPONSIBILITIES:

A. The Commodities Division is responsible for securing, managing, and storing the security equipment inventory.

B. The Warehouse Manager is responsible for managing, controlling and tracking the inventory of equipment stored in the warehouse.

C. The Security and Safety Division Director and the Maintenance Systems Support Manager, working together as a committee (the SER Committee), are responsible for reviewing, approving, and authorizing distribution of inventory items. The SER Committee reviews equipment requests for compliance with the MDAD Security Program, the MIA Master Plan, the NSS design criteria, and the MDAD Design Guidelines.

D. The MDAD Construction Project Manager is responsible for requesting a meeting of the SER Committee, submitting the BOM, and justifying the request for equipment to be distributed from inventory.

E. The Finance Fixed Assets Section is responsible for updating Departmental asset records to reflect distribution and installation of the security equipment inventory.

V. PROCEDURES:

Refer to process flow chart in Annex A.

A. The Warehouse Manager identifies and tracks equipment in inventory using the security equipment database.

B. Based on construction project design requirements, the MDAD Construction Project Manager completes the SER (Annex B) and requests a meeting of the SER Committee to review the request for security equipment. The MDAD Construction Project Manager submits the SER with BOM and justification for the request, including plans indicating where items are to be installed, to the SER Committee.

C. SER Committee meets with the requesting MDAD Construction Project Manager to review the SER, BOM, and equipment justification. The SER Committee approves/disapproves each request by line item and quantity. The SER Committee returns the SER as approved to the MDAD Construction Project Manager who delivers the SER to the Warehouse Manager for processing. The SER Committee keeps a copy of all SER documents.

D. The Warehouse Manager processes the SER as follows:

1. verifies items in-stock

2. generates the pick list

3. coordinates the pick up of requisitioned items

4. documents items delivered, including serial number per device, and obtains signature of receiving MDAD Construction Project Manager

5. updates the security equipment database.

E. The MDAD Construction Project Manager arranges for pick-up of the security equipment from the warehouse, and signs (or the Construction Project Manager's representative signs) the SER indicating receipt of items.

F. The Warehouse Manager updates the security equipment database and sends a copy of the completed SER to:

1. MDAD Construction Project Manager

2. Safety and Security Division Director

3. Maintenance Systems Support Manager

4. Finance Fixed Assets Supervisor

G. The CIP construction project installs equipment and generates As Built schedules showing device identification and installed location. The MDAD Construction Project Manager forwards the As Built schedules to the MDAD Maintenance, Security, and Technical Support Divisions.

REVOCATION: This DSOP will be revoked when all of the currently warehoused CIP security equipment has been distributed.
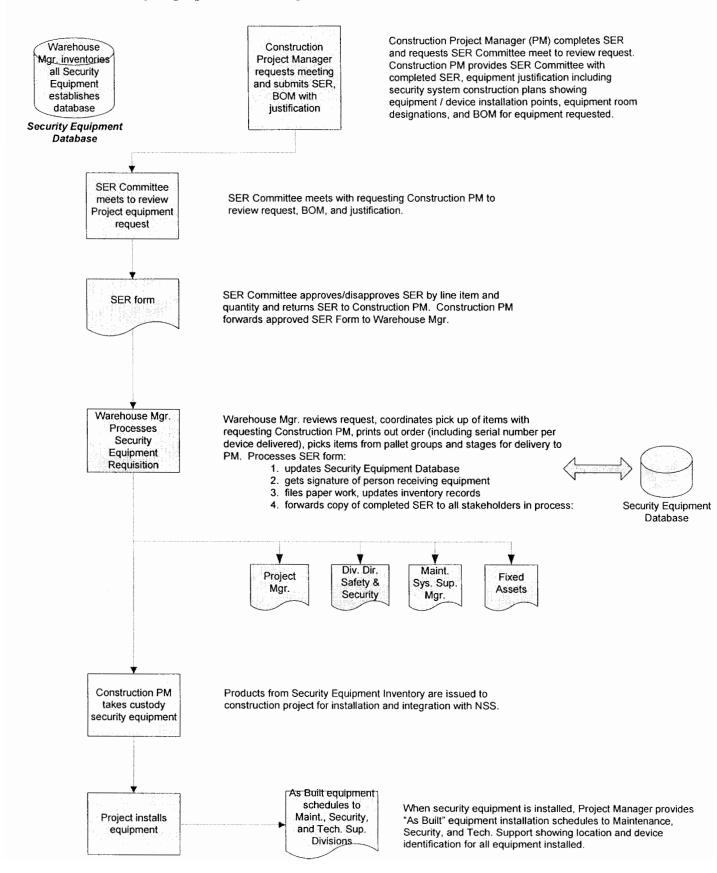
CROSS-REFERENCE: None

José Abreu, P.E., Aviation Director

Date: February 15, 2007

ANNEXES:

Annex A – Security Equipment Management Process Flow Chart
Annex B – Security Equipment Requisition Form

Annex A: Security Equipment Management Process Flow Chart

Warehouse Mgr. inventories all Security Equipment establishes database

Security Equipment Database

Construction Project Manager requests meeting and submits SER, BOM with justification

Construction Project Manager (PM) completes SER and requests SER Committee meet to review request. Construction PM provides SER Committee with completed SER, equipment justification including security system construction plans showing equipment / device installation points, equipment room designations, and BOM for equipment requested.

SER Committee meets to review Project equipment request

SER Committee meets with requesting Construction PM to review request, BOM, and justification.

SER form

SER Committee approves/disapproves SER by line item and quantity and returns SER to Construction PM. Construction PM forwards approved SER Form to Warehouse Mgr.

Warehouse Mgr. Processes Security Equipment Requisition

Warehouse Mgr. reviews request, coordinates pick up of items with requesting Construction PM, prints out order (including serial number per device delivered), picks items from pallet groups and stages for delivery to PM. Processes SER form:
1. updates Security Equipment Database
2. gets signature of person receiving equipment
3. files paper work, updates inventory records
4. forwards copy of completed SER to all stakeholders in process:

Security Equipment Database

Project Mgr.	Div. Dir. Safety & Security	Maint. Sys. Sup. Mgr.	Fixed Assets

Construction PM takes custody security equipment

Products from Security Equipment Inventory are issued to construction project for installation and integration with NSS.

Project installs equipment

As Built equipment schedules to Maint., Security, and Tech. Sup. Divisions

When security equipment is installed, Project Manager provides "As Built" equipment installation schedules to Maintenance, Security, and Tech. Support showing location and device identification for all equipment installed.

Annex B

Aviation Department – Commodities Division
P.O. Box 592075
Miami, Florida 33159
(305) 876-7206

Security Equipment Requisition Form
Complete & Submit For Disbursement

Construction Project Manager / Requestor (Name): _____   Date: _____

Title/Position: _____

Company/Organization Name: _____

Signature: _____

Name of Construction Project: _____   Project # _____

Contractor/Personnel to pick up items: Name: _____

Company Name: _____

Address/Contact: _____

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Approvals:

Maintenance Division: Name: _____

Title: _____

Signature: _____   Date: _____

Security Division: Name: _____

Title: _____

Signature: _____   Date: _____

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Items Requisitioned:
List Each Item: **Warehouse Personnel Only**

Item	Qty	Part #	Description	Value	MDAD Asset#	Serial #

Items requested (continued)

Warehouse Personnel Only

Item	Qty	Part #	Description	Value	MDAD Asset#	Serial #

No Issues will be permitted without completion of this form.

Company Receiving Items: _____

Authorized Signature: _____

Print Name: _____

Title/Position: _____

Address: _____

Phone Number: _____

Badge# _____

Date: _____

Do Not Write Below This Line (Warehouse Personnel Use Only)

Materials Issued by (Warehouse Personnel Name): _____

Title: _____

Signature: _____   Date: _____