



# Security Officer Calendar Template

January	February	March	April
<ul style="list-style-type: none"> <li>• Security Officer Appointment/ Certification check</li> <li>• Security Polices &amp; Plans Reviewed (SPPs)</li> <li>• Security Register Reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Security Risk Assessment Review</li> </ul>	<ul style="list-style-type: none"> <li>• Complete key muster ( if required)</li> <li>• Chief Security Officer to sign and sight Security Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of DSAP</li> <li>• Security Polices &amp; Plans Reviewed (SPPs)</li> <li>• Security Register Reviewed</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li>• Security Awareness and training incorporating Insider Threat Awareness program (audit of training or designated implementation of training)</li> </ul>		<ul style="list-style-type: none"> <li>• Security polices &amp; Plans Reviewed (SPPs)</li> <li>• Security Register Reviewed</li> </ul>	
September	October	November	December
<ul style="list-style-type: none"> <li>• Security awareness and training</li> <li>• Complete key muster</li> </ul>	<ul style="list-style-type: none"> <li>• Security polices &amp; Plans Reviewed (SPPs)</li> <li>• Security Register Reviewed</li> <li>• Asset audit / review (If required)</li> <li>• Combination change (If required)</li> </ul>	<ul style="list-style-type: none"> <li>• Security Awareness and training incorporating Insider Threat Awareness program (audit of training or designated implementation of training)</li> </ul>	

