



DISP Membership Requirements Checklist

The table below has been developed to help Defence Industry Security Program (DISP) applicants assess the level of membership you require and to build the evidence to support your DISP application.

Addressing the questions in this table will help you to:

- assess how closely your business currently meets membership requirements for the membership level you are applying for, and/or
- identify any gaps that you will need to address before submitting your DISP membership application.

| DISP MEMBERSHIP REQUIREMENTS CHECKLIST | | |
|---|---|--|
| QUESTIONS | RESPONSES | COMMENT |
| Governance | | |
| Does your organisation have a nominated Chief Security Office (CSO) who is accountable for the security of your business? | Yes or No | A CSO has to be in place prior to submitting your application |
| Does your organisation have a nominated Security Office (SO) (can be the same person as the CSO)? | Yes or No | A SO has to be in place prior to submitting your application |
| If yes, does your CSO/SO have a security clearance and at what level? | Specify security clearance level for CSO/SO | If the answer is no you can still submit your application; we will assist you with the clearance process for your CSO/SO |
| Does your business have security policies and plans in place at the appropriate level of DISP membership which will be maintained and made available to Defence on request? | Yes or No | Security policies and plans need to be in place and documented prior to submitting your application; templates to assist you are available from the Security officer toolkit on the Resources page of the DISP website |
| Does your business run an annual security awareness program for all staff at the appropriate level of DISP membership and is this available to Defence on request? | Yes or No | If the answer is no you can still submit your application; we will assist you with this |
| Does your business have an insider threat awareness program for all staff at the appropriate level of DISP membership and is this available to Defence on request? | Yes or No | If the answer is no you can still submit your application; we will assist you with this |



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|---|-----------|--|
| Governance <i>continued</i> | | |
| Do the CSO and SO commit to their DISP reporting obligations and will they make this register available to Defence on request? This includes maintaining a register of security incident reports, contact reports and overseas travel briefings. | Yes or No | If the answer is no you can still submit your application; we will assist you with this, including providing document templates if required |
| Does your entity have a mechanism for the governing body, through the CSO, to approve the annual security report and submit this annually? | Yes or No | You will need to establish and document a mechanism/process for annual security reporting prior to submitting your application; an annual security report template is available from the Security officer toolkit on the Resources page of the DISP website |
| If you are applying for DISP membership Level 1 or above for personnel security, can you confirm your business maintains a list of Designated Security Assessed Positions (DSAP) and will make this available to Defence upon request? <i>NB: A DSAP is position or role within an organisation that requires access to classified material.</i> | Yes or No | For Level 1 membership and above, a DSAP register needs to be in place prior to submitting your application; a security register template which incorporates a DSAP section is available from the Security officer toolkit on the Resources page of the DISP website |
| Personnel Security | | |
| From the time of application for DISP membership, will all future business employment practices meet or exceed the requirements of employment screening standard AS 4811-2006, and be made available to Defence upon request? | Yes or No | This needs to be in place and documented prior to submitting your application |
| Does the SO agree to support your business' security clearance holders to uphold their clearance responsibilities? This includes, but not limited to: submitting change of circumstance forms, security reports and conducting overseas travel briefings. | Yes or No | You will need to establish and document a process to support this prior to submitting your application |
| Will your people be working in a Defence establishment? | Yes or No | If yes, they will need a security clearance as specified by Defence |
| Do your employees need a security clearance? | Yes or No | |

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| If yes, does your business require the ability to sponsor and manage security clearances? | Yes or No | These questions will help you to confirm the level of DISP membership you require for this category, eg: <ul style="list-style-type: none"> • Entry Level: My business doesn't require the ability to sponsor clearances. Any security clearances required will be sponsored by Defence or another government agency • Level 1: My business requires the ability to sponsor clearances at the BASELINE (PROTECTED) level • Level 2: My business requires the ability to sponsor clearances up to and including NV1 (SECRET) level • Level 3: My business requires the ability to sponsor clearances up to and including NV2 (TOP SECRET) level |
| If yes, what level of security clearance? | Specify level(s) of security clearance(s) | |
| Physical Security | | |
| Does your business need to use classified information and/or assets? | Yes or No | These questions will help you confirm the level of DISP membership you require for this category, eg: <ul style="list-style-type: none"> • Entry level: highest level of classification needed is OFFICIAL/ OFFICIAL: Sensitive • Level 1: highest level of classification needed is PROTECTED • Level 2: highest level of classification needed is SECRET • Level 3: highest level of classification needed is TOP SECRET |
| What is the highest level of classification your business needs to use? | OFFICIAL/OFFICIAL: Sensitive PROTECTED SECRET TOP SECRET | |
| Does your business have clear access control policy and permissions in practice? | Yes or No | These need to be in place and documented prior to submitting your application |
| Does this extend to any third party providers of goods and services? | Yes or No | If the answer is yes, these third parties will also need to meet the membership requirements for the appropriate level of DISP membership or be appropriately risk managed by the prime contractor via a security risk assessment |
| Information & Cyber Security | | |



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| Will your information networks need to handle classified information? | Yes or No | These questions will help you confirm the level of DISP membership you require for this category, eg: |
| What is the highest level of classified information your business needs to store, process or communicate? | OFFICIAL/OFFICIAL: Sensitive PROTECTED SECRET TOP SECRET | <ul style="list-style-type: none"> • Entry level: highest level of classified information to store is OFFICIAL/ OFFICIAL: Sensitive • Level 1: highest level of classified information to store is PROTECTED • Level 2: highest level of classified information to store is SECRET • Level 3: highest level of classification needed is TOP SECRET |
| What cyber standard does your corporate network meet? | ASD Essential 8 (Top 4) Australian standard NIST SP 800-171 US standard Def Stan 05-138 UK standard ISO/IEC 27001 and 27002 International standard | <p>To be eligible for DISP membership your ICT network must meet one of these accreditation standards.</p> <p>For more information go to the Eligibility & Suitability page of the DISP website</p> |

For more information telephone **1800 Defence** (1800 333 362), or email disp.info@defence.gov.au

