

ABQ - TSA BDO Opening Checklist

Date: 9-24-12



Transportation
Security
Administration

(b)(6)
Completed by: _____

Opening Checklist Items	SPOT/POC/STSM Initial Complete	
	Yes	No
Prior to SPOT Operations, the following tasks must be accomplished by A.M. shift SPOT Point of Contact (POC) and/or STSM. Notify the STSM and/or SPOT Coordinator if any of the following checklist items cannot be accomplished.		
TSA Daily Shift Briefing with Checkpoint / Sign in fit for duty at 04:00am:	<input checked="" type="checkbox"/>	
Checkpoint STSO Name & Time: TDC STSO Name & Time: <u>STSO (b)(6) 0430 TDC (b)(6) 0430</u>	<input checked="" type="checkbox"/>	
SPOT Brief with BDO's (Assign/Assigned scheduled events, BDO Team Assignment, POC, Playbook, VIPR, NSSE, and Scheduled Training duties).	<input checked="" type="checkbox"/>	
Document Control and Availability for the following Standard Operating Procedures (SOP's) assigned to the BDO Office; One Sign-in/Sign-out binder, RPD SOP, Management SOP, Specialized Screening SOP, TDC SOP, Playbook SOP, SPOT SOP, Checkpoint SOP, and one SPOT Course Overview Version 2.1 Participant Guide (Notify TSA Management Immediately if suspected loss or theft of SSI).	<input checked="" type="checkbox"/>	
Do all assigned BDO's possess a writing instrument, notebook, light, loop, and TSA issued cell phone/working radio. Are all assigned BDO's in the proper uniform prior to conducting SPOT (Visual inspection required. Report missing/defective equipment and uniform issues).	<input checked="" type="checkbox"/>	
Where notifications made to TSA Management and/or a Safety Action Team Member on Safety related issues/concerns. (If Yes, provide brief documented narrative below)		<input checked="" type="checkbox"/>
A.M. shift (POC) and P.M. shift (POC) brief significant events (LEO calls, SPOT Assists, SPOT referrals, Playbook, Incident Reports, BDO Staffing, BDO Team Assignments, ect.). All keys accounted for and present.	<input checked="" type="checkbox"/>	
SPOT-related reports completed and submitted to SSI Inbox prior to the end of the shift.	<input checked="" type="checkbox"/>	

Daily Log Entry (Report the status of the following at a minimum: Estimated passenger throughput, SPOT Assists, SPOT referrals, SPOT Incident Reports, BDO Staffing, and BDO Team Assignments.):

(b)(3) 49 USC § 114 (f)(5)(B)

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