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Handbook

# Mailroom security

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# Handbook

# Mailroom security

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# Preface

This Handbook was prepared by Standards Australia to provide guidance material based on best practice in mailroom safety and security. In its development the document was subject to peer review by industry representatives who have served on standards development committees in this field.

The aim of the Handbook is to improve understanding of mailroom security and to provide organisations with information on the range of threats that may affect the mail process or those people receiving mail and the steps that should be taken to minimise the effects of such incidents.

Mailroom security is a serious security and safety issue and should be recognised as such and appropriate resources allocated to provide a safe and secure mail handling capability.

Organisations need to identify, assess and control risks as they relate to the mail process including the identification and response to suspicious and/or hazardous items. This Handbook provides guidance on how such risk assessments can be undertaken and the factors that should be considered including: recognition of the operating context, the assets at risk, the likelihood factors and consideration of the consequences should a risk relating to the mail be realised.

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