



The FSO workload checklist: how much of your security program is still manual?

In many cleared companies, the FSO is also the emergency response head, the facilities contact, the IT liaison, or an HR collaborator. Industrial security still requires hundreds of actions to be completed on time. Employees have to report and finish training, approvals have to move, and records have to be ready when someone asks for them. When most of that runs through email, spreadsheets, and reminders that live in your head, the program depends on your memory.

The right compliance system should connect systems seamlessly, and show you exactly where follow-up is needed.

Use this checklist to see how much of your program still runs on manual effort, and whether a compliance platform could give you that time back.

01

☐
Employee reporting without the chasing

- ☐ Gives cleared employees a straightforward way to submit required information
- ☐ Replaces email threads and manual forms with structured self-service reporting
- ☐ Makes required actions clear, so employees don't need to ask you what to do
- ☐ Shows you what has been submitted and what's still outstanding in one place
- ☐ Keeps a record of reporting activity automatically

02

☐
Training that keeps moving on its own

- ☐ Assigns required training to the right employees
- ☐ Sends reminders so you don't have to
- ☐ Tracks completion without manual follow-up
- ☐ Keeps training records alongside personnel information
- ☐ Shows outstanding actions at a glance

03

☐
Workflows that don't live in your head

- ☐ Turns recurring security processes into defined, repeatable steps
- ☐ Supports workflows such as foreign travel and onboarding
- ☐ Routes actions and approvals to the right people automatically
- ☐ Shows where each process stands and where action is needed
- ☐ Keeps a clear record of completed steps and approvals

04

☐
Records you can produce when asked

- ☐ Centralizes industrial security records
- ☐ Builds auditable records as activity happens, not after the fact
- ☐ Makes records easy to retrieve on short notice
- ☐ Shows what's complete, what's outstanding, and what needs follow-up
- ☐ Ends the scramble to rebuild activity from spreadsheets and inboxes

05

☐
Built for cleared work

- ☐ Supports NISPOM / 32 CFR Part 117-aligned processes
- ☐ Uses workflows designed around the realities of cleared work
- ☐ Gives security and cleared employees their own ways to interact with the program
- ☐ Brings consistency to processes, even when security is one of many jobs

Built for the FSO wearing five hats.

Sign In App Compliance brings reporting, training, workflows, and audit-ready records together, so your cleared workforce can do its part and you can keep the program on track without doing everything manually.

Backed by more than a decade of industrial security experience, it's designed around the realities of cleared work.

