Standard Operating Procedure (SOP) and Security Guidelines

1. Purpose

To outline detailed expectations, responsibilities, and conduct required to ensure safety and order across all construction site locations.

2. Scope

This SOP applies to all security personnel assigned to any company construction site, including site gates, storage areas, under-construction houses, and office compounds.

3. Reporting Structure

- Security team reports to the Site Manager or designated Site Security Coordinator.
- OHS Officer will be the point of contact for safety-related compliance.

4. Deployment Locations & Responsibilities

4.1 Main Gate / Entry Point

- Manning: 24/7
- Tasks:
 - Identity checks and badge verification for all entering personnel.
 - Conduct bag inspections for all staff.
 - Verify delivery documents before granting vehicle entry.
 - Maintain a register of vehicle entries and exits.
 - Enforce PPE and uniform compliance.

4.2 Site Perimeter and Storage Areas

- Patrol Frequency: Minimum every 2 hours; random checks encouraged.
- Tasks:
 - Prevent unauthorized access.
 - Inspect and report any sign of tampering or breaches.
 - Monitor material movement and ensure approved release.

4.3 Under-Construction Houses

- Patrol Frequency: Every hour during working hours.
- Tasks:
 - Prevent unauthorized use, loitering, or occupation.
 - Report any unusual activities, such as doors found open when no internal work is scheduled, or when workers are only assigned to the perimeter fence.
 - Report cases of staff sleeping, showering, charging devices, eating, or gathering inside the
 - Ensure no materials are being stored or removed without written approval.
 - Due to vandalism, misuse, property damage, and theft of plumbing parts, security patrol
 must report to each under-construction house, take a photo showing the section and
 allotment number, and post it in the designated customer management group as a photo
 journal/log on daily basis.

Page: 1 of 3

4.4 Site Office

- Tasks:
 - Ensure the site office gate remains closed after working hours.
 - Restrict use of the site office to authorized purposes only.
 - Close the site office immediately after the issuance of materials.
 - Access is strictly by permission from the Site Manager.
 - Monitor movement of keys allow access only to authorized personnel.

4.5 Break Area Monitoring

- Tasks:
 - Ensure employees remain within designated break areas during lunch and break times.
 - Workers are strictly not allowed to leave the site during working hours without prior approval from the Site Manager.
 - Lunch break must be spent at the designated rest area only.
 - Prevent re-entry to work areas without badge and PPE re-check.

5. Interference with Operations

Security personnel are not to interfere with site operations unless:

- There is an immediate safety or security threat.
- There is a breach of the SOP (e.g., unauthorized access, theft, vandalism).

In such cases:

- Intervene to stop the breach.
- Report the incident to the Site Manager immediately.
- Use discretion and minimal disruption.

6. Incident Handling

- All incidents must be recorded in the daily log.
- Incidents involving employees should be reported to the Site Manager and OHS Officer.
- Photos, witness statements, and immediate actions taken must be included.

7. Communication and Equipment

- Each guard must be equipped with communication devices (radio or phone).
- Must be reachable at all times while on duty.

8. Key Control

- Maintain a secure log of all keys issued.
- Only authorized individuals listed by the Site Manager may be issued keys.
- Unauthorized issuance or possession will result in immediate reporting and investigation.

9. Locker and Phone Policy Enforcement

- Ensure all staff place personal belongings and phones in lockers.
- Only listed authorized personnel are allowed to use phones within the site.

10. Reward for Whistleblowers

• Report whistleblower claims to the Site Manager.

Page: 2 of 3

• Provide full details without disclosure to involved parties.

11. Uniform and Conduct

- Security personnel must be in full uniform and presentable.
- No sleeping on duty.
- Respectful conduct towards all workers and management.

12. Daily Log and Handover Report

- Maintain a comprehensive daily log.
- Handover notes to be prepared for every shift change.

13. Risk Mitigation

- Conduct risk assessments during patrols and document any vulnerabilities.
- Immediately report damaged fencing, broken locks, exposed materials, or unauthorized sheltering.
- Increase patrol frequency in high-risk areas identified through past incidents.
- Coordinate with the Site Manager and OHS Officer for implementation of corrective actions.
- Recommend additional lighting, signage, or barriers where necessary to reduce risk.

14. Non-Compliance

Any non-compliance with this SOP will result in immediate review and possible replacement of personnel.

Approved By: Executive Management

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Page: 3 of 3