

# 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 house.
  - 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.

### 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.
- 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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