



STANDARD OPERATING PROCEDURE

SECURITY STANDING ORDER

A. Reporting Authority

The Security personnel will report to the Senior Project Logistic Manager (SPLM), Ms. Sandy Tew of RYO.

B. Security Function

To provide effective security and safety coverage of the RYO facilities and premise.

1. To notify and report to the SPLM on any irregularities or occurrences during their patrolling duties.
2. To maintain and record all occurrences in the station dairy.
3. To ensure that the security post is kept clean at all times.
4. To conduct regular checks/patrolling duties around the premise as required.
5. Guarding the premises against intrusion on unauthorized entries.
6. Protecting equipment and properties against act of vandalism, theft or sabotage.
7. Permitting only authorized person to enter the premise.
8. Maintain an updated record of those entering and exiting RYO on irregular times specially on Saturday, Sunday and Public Holiday.
9. To maintain a high standard of disciplines and smartness in appearance at all times.
10. Security personnel are not permitted to bring in any friends or relatives into the premise at any point of time.
11. Security Officer must visit the guard post at least twice a day, e.g. morning and night.

C. Appearance / Requirements of Security Guards

1. Guards should always be smartly dressed in full uniform at all times while on duty.
2. All guards to report to duty 15 minutes before time.
3. Time IN and OUT of the guards should be recorded in the attendance book and confirmed by a Guardian's Security Officer.

Security Guard Standard Operating Procedure Manual

Peipei Pang



Security Guard Standard Operating Procedure Manual:

Security Officer's Handbook Edward Kehoe, 1994-04-12 The Security Officer's Handbook fulfills the distinct need for a single method of setting up the field operations needed to provide adequate protection to the client firm or individual. The Standard Operating Procedure System asks all the questions required to survey any protection objective. In addition, the system provides all the basic information needed to answer those questions and leads to the implementation of the tactical or mission standard operating procedure. The Standard Operating Procedure System may be applied to any type of security or protection operation and may be modified, expanded, or contracted without needing to rewrite or redesign an existing security program. Details a system to survey, implement, and maintain at full operational effectiveness many types of assets protection programs. Provides the basis for the vital training required by every security or physical **The Workplace Violence**

Prevention Handbook Don Philpott, 2019-08-06 Workplace violence can occur anywhere: schools, office buildings, hospitals, or late night convenience stores. It can occur day or night, inside or outside of the workplace, and it can include threats, harassment, bullying, stalking, verbal abuse, and intimidation. Left unchecked, workplace violence can lead to physical assaults and homicide. This updated edition of *The Workplace Violence Prevention Handbook* tackles this often overlooked but pervasive problem and provides a comprehensive five-step process for understanding and preventing it. *The Workplace Violence Prevention Handbook* looks at the extent of the problem, examines some of the myths surrounding it, and provides early warning and detection signs, best prevention policies, and proven defusing, protection, and containment techniques and strategies. At the end of each section, there are a combination of case studies, scenarios, worksheets, and checklists to assist you in understanding the steps needed to plan, develop, and execute an effective workplace violence prevention program. A workplace violence prevention plan is a must. Apart from the legal and liability issues, it just makes sense to protect the organization's most valuable assets: the workforce. For many organizations, there are added benefits from implementing a violence prevention plan. During the risk assessment phase, you frequently discover areas of vulnerability that can be remedied and practices that can be improved. This can lead to increased productivity and efficiency, which could have an ongoing impact on your bottom line. The biggest benefit, however, is in increased safety for everyone using that workplace.

A Guide To Security Guard Company Operations Courtney Sparkman, Are You Sure You Know What It Takes To Win? Keep Clients In This Competitive Market. Get the benefit of years of experience in the industry without the hassle of trial and error. This ebook will shed light on some of the most common mistakes and pitfalls specific to this industry and how to avoid them. Running A Successful Business Can Be Difficult Without The Right Knowledge. Is your security guard business struggling? Or are you doing well but wondering if you could be doing even better? Are you sure you know what it takes to win and keep customers even when other companies offer a lower billing rate? If you want answers to those questions or get the benefit of years of experience to improve and grow your security guard company, then download this ebook *A Guide to Security Guard*

Company Operations **The Complete Guide To Security Guard Excellence** Timothy Davey,2023-02-06 The Complete Guide to Security Guard Excellence is a comprehensive training manual that aims to empower security professionals at all levels of their careers From those just starting in the industry to experienced guards and supervisors this book offers a wealth of knowledge and practical tools to help them excel in their roles *The Complete Guide to Physical Security* Paul R. Baker,Daniel J. Benny,2016-04-19 Creating a sound security plan involves understanding not only security requirements but also the dynamics of the marketplace employee issues and management goals Emphasizing the marriage of technology and physical hardware this volume covers intrusion detection access control and video surveillance systems including networked video It addresses the reasoning behind installations how to work with contractors and how to develop a central station for monitoring It also discusses government regulations Case examples demonstrate the alignment of security program management techniques with not only the core physical security elements and technologies but also operational security practices **Industrial Security** David L. Russell,Pieter C. Arlow,2015-04-20 A comprehensive and practical guide to security organization and planning in industrial plants Features Basic definitions related to plant security Features Countermeasures and response methods Features Facilities and equipment and security organization Topics covered are applicable to multiple types of industrial plants Illustrates practical techniques for assessing and evaluating financial and corporate risks **Port Security Management** Kenneth Christopher,Steven B. Ffflm,2014-06-20 Sea and freshwater ports are a key component of critical infrastructure and essential for maintaining global and domestic economies In order to effectively secure a dynamic port facility operation one must understand the business of maritime commerce Following in the tradition of its bestselling predecessor Port Security Management Second Edit Manuals Combined: DoD Security Engineering Facilities Planning; Design Guide For Physical Security Of Buildings; Antiterrorism Standards For Buildings And Specifications For Active Vehicle Barriers , Over 1 600 total pages Application and Use Commanders security and antiterrorism personnel planners and other members of project planning teams will use this to establish project specific design criteria for DoD facilities estimate the costs for implementing those criteria and evaluating both the design criteria and the options for implementing it The design criteria and costs will be incorporated into project programming documents Effective Security Management Charles A. Sennewald,Curtis Baillie,2015-08-15 Effective Security Management Sixth Edition teaches practicing security professionals how to build their careers by mastering the fundamentals of good management The author Charles Sennewald brings common sense wisdom and humor to this bestselling introduction to security management that is ideal for both new and experienced security managers The sixth edition of this classic professional reference work on the topic includes newly updated and expanded coverage of topics such as the integration of security executive into the business background checks and hiring procedures involvement in labor disputes organized crime and the role of social media Offers the most current picture of the role and duties of security managers Includes three new

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Private Security and the Investigative Process Charles P. Nemeth,2000 Practical yet authoritative Private Security and the Investigative Process Second Edition is an important reference tool for private investigators and security professionals Both students and seasoned security practitioners alike will benefit from the resources ideas and suggestions for tactics and security strategy contained within this book Charles P Nemeth expertly blends practice with theory to show students how to be professional when confronted with the rigors of the real world in both the public and private sectors Private Security and the Investigative Process is ideally suited for private security organizations criminal justice libraries corporate security personnel and law enforcement personnel The concepts are effectively presented with numerous forms checklists and valuable guides that will help illustrate the investigative process both in the public and private sector A comprehensive authoritative resource for the industry its practitioners and those seeking a career in the private security industry Provides insight into the fundamental competency skills necessary to function as an investigator Contains numerous forms checklists for useful and practical reference

Information Security Architecture Jan Killmeyer,2006-01-13 Information Security Architecture Second Edition incorporates the knowledge developed during the past decade that has pushed the information security life cycle from infancy to a more mature understandable and manageable state It simplifies security by providing clear and organized methods and by guiding you to the most effective resources avai

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