SOP: Security Screening and Inspection Procedures for Suspicious or Unauthorized Items

This SOP details **security screening and inspection procedures for suspicious or unauthorized items**, covering the identification, handling, and reporting of potential threats. It includes guidelines for thorough inspection protocols, proper use of detection equipment, staff responsibilities, communication strategies, and compliance with security regulations, aiming to ensure a safe environment by preventing unauthorized access and mitigating security risks.

1. Purpose

To establish standardized procedures for screening, inspecting, and reporting suspicious or unauthorized items, ensuring the security and safety of all personnel and facilities.

2. Scope

This procedure applies to all security personnel, front-line staff, and relevant stakeholders involved in security operations at the facility.

3. Responsibilities

- **Security Personnel:** Conduct screening, inspections, handle suspicious items, and report as per protocol.
- **Supervisors:** Provide guidance, ensure compliance, and oversee incident management.
- **Staff Members:** Remain vigilant, report suspicious activities or items, and cooperate with security screenings.

4. Procedure

4.1 Identification of Suspicious or Unauthorized Items

- Identify items that are out of place, unclaimed, or do not comply with facility regulations.
- Watch for characteristics such as unusual wires, ticking sounds, strange odors, excessive weight, or inappropriate packaging.

4.2 Screening and Inspection Protocols

1. Greet individuals and request placement of personal items into screening bins.
2. Use approved detection equipment (e.g., X-ray, metal detectors, handheld scanners) for inspection.
3. If an item appears suspicious:
   - Do not touch, move, or attempt to open the item.
   - Isolate the immediate area and limit access.
   - Contact the supervisor and follow escalation protocols.

4.3 Handling Procedures

- Avoid direct contact with suspicious/unauthorized items.
- Follow facility protocols for safe containment and notification of relevant authorities (e.g., police, bomb squad).
- Record incident details in the logbook.

4.4 Use of Detection Equipment

- Ensure all screening equipment is operational and calibrated daily.
- Report and tag faulty or malfunctioning equipment immediately.

4.5 Communication and Reporting

- Use established communication channels to report incidents.
- Submit written incident reports to supervisors and security management within 2 hours of detection.

5. Compliance

- All procedures must comply with local, state, and federal regulations.
- Regular training and refresher courses are mandatory for all relevant personnel.

6. Documentation

Record Type	Responsible Party	Retention Period
Incident Report	Security Personnel	5 years
Equipment Maintenance Log	Maintenance Team	3 years
Training Attendance Records	HR/Training Dept.	3 years

7. Revision History

Date	Revision	Description	Approved By
2024-06-15	1.0	Initial release	Security Manager