SOP: Loss Prevention and Security Measures

1. Purpose

This SOP details **loss prevention and security measures**, encompassing strategies to minimize theft, fraud, and asset loss, implementation of surveillance and monitoring systems, access control protocols, employee training on security awareness, incident response procedures, and regular audits and inspections. The purpose is to safeguard company assets, ensure a secure working environment, and enhance overall organizational resilience against security threats.

2. Scope

This SOP applies to all employees, contractors, and visitors in all company facilities and locations, including warehouses, offices, and operational sites.

3. Responsibilities

- **Security Manager:** Oversee implementation of all loss prevention and security protocols.
- **Supervisors:** Ensure team compliance and report incidents.
- **Employees:** Follow procedures and participate in training.
- **HR/Training Team:** Plan and conduct security awareness programs.

4. Loss Prevention Strategies

- Conduct regular risk assessments to identify vulnerability points.
- Implement clear policies regarding theft, fraud, and reporting suspicious activities.
- Limit and monitor high-risk areas such as storage rooms and cash handling zones.

5. Surveillance and Monitoring Systems

- Install CCTV cameras covering all entry/exit points, cash handling locations, and storage areas.
- Maintain and routinely test surveillance equipment for optimal functioning.
- Store video footage securely for at least 30 days, with access limited to authorized personnel only.

6. Access Control Protocols

- Issue electronic access cards to all employees and maintain an up-to-date access log.
- Restrict visitor access and require sign-in and escort by authorized staff.
- Implement locked doors on sensitive areas and update locks and codes regularly.

7. Employee Training & Security Awareness

- Conduct security training during onboarding and annual refreshers.
- Educate employees on recognizing and reporting security breaches, suspicious behavior, and loss prevention best practices.
- Display security awareness posters and circulate policy reminders.

8. Incident Response Procedures

- Immediate verbal report of all incidents to supervisor or security.
- Complete written incident reports within 24 hours.
- Isolate affected area(s), preserve evidence, and prevent contamination.
- Refer criminal matters to law enforcement and cooperate with investigations.

9. Audits and Inspections

- Schedule routine audits of inventory, cash handling, and asset management.
- Review access logs and surveillance footage periodically.

- Rectify identified weaknesses with corrective action plans.

10. Documentation and Records

- Maintain updated records of all security incidents, audits, and equipment checks.
- Store documentation in a secure, confidential manner for regulatory compliance.

11. Review and Revision

- Review this SOP annually or after a major incident.
- Update procedures based on findings, regulatory changes, and lessons learned.

12. References

- Company Security Policy
- Employee Handbook
- Relevant Local Laws and Regulations

13. Approval

Name	Title	Date	Signature