

SOP: Security Measures for Inventory Areas

This SOP details **security measures for inventory areas**, encompassing access control protocols, monitoring systems, inventory tracking, employee responsibilities, incident reporting procedures, and periodic security audits. The objective is to safeguard inventory from theft, damage, and unauthorized access, ensuring the integrity and accountability of stock within the facility.

1. Scope

This procedure applies to all personnel involved in managing or accessing inventory areas within the facility.

2. Definitions

| Term | Definition |
|----------------------|--|
| Inventory Area | Any location within the facility where stock or inventory is stored, handled, or managed. |
| Authorized Personnel | Employees or contractors granted approval to access inventory areas in accordance with their roles and responsibilities. |

3. Responsibilities

- All employees must adhere to the security measures described.
- Supervisors are responsible for enforcing access control protocols and ensuring compliance.
- The Security Officer oversees monitoring systems, audits, and incident investigations.

4. Security Procedures

4.1 Access Control Protocols

1. Inventory areas must remain locked when unattended.
2. Access is restricted to authorized personnel only.
3. Use of access cards, biometric systems, or logbooks to record and monitor entry and exit.
4. Visitor access requires prior approval and guest log entry, and visitors must be escorted at all times.

4.2 Monitoring Systems

- Closed-circuit television (CCTV) cameras cover all entry/exit points and critical storage areas.
- CCTV footage must be stored securely for a minimum period (e.g., 30 days) and reviewed regularly.
- Alarm systems are to be installed to detect unauthorized access after hours.

4.3 Inventory Tracking

1. Inventory records must be updated in real-time using inventory management software.
2. Regular (daily, weekly, monthly) physical counts are reconciled with system records.
3. Discrepancies are reported immediately to facility management and investigated.

4.4 Employee Responsibilities

- Report any suspicious activity or unauthorized presence to the Security Officer or supervisor promptly.
- Do not share access credentials or keys with unauthorized individuals.
- Participate in periodic security training sessions.

4.5 Incident Reporting Procedures

1. Immediately report all incidents (loss, theft, damage, unauthorized access) per the Incident Report Form.
2. Management investigates all incidents and documents findings and corrective actions.
3. Preserve any relevant evidence (e.g. CCTV footage, access logs).

4.6 Periodic Security Audits

- Conduct formal security audits of inventory areas at least twice a year or as required by regulations.
- Audit scope includes review of access logs, camera coverage, alarm functionality, and personnel adherence to

- protocols.
- Document audit findings and implement any recommended improvements promptly.

5. Records

- Access logs
- CCTV footage
- Inventory records and audit reports
- Incident reports
- Security training attendance sheets

6. References

- Company Security Policy
- Access Control Policy
- Incident Reporting Procedure

7. Revision History

| Date | Version | Description | Author |
|------------|---------|--------------------------|------------------|
| 2024-06-15 | 1.0 | Initial template release | Security Manager |