

SOP Template: Security Protocols and Loss Prevention Measures

This SOP details **security protocols and loss prevention measures** designed to protect company assets, prevent theft, and ensure a safe working environment. It includes guidelines for access control, surveillance monitoring, employee responsibilities, incident reporting procedures, inventory control, and emergency response strategies to minimize risk and maintain operational integrity.

1. Purpose

To establish and define the protocols for maintaining security and preventing loss of company assets, ensuring the safety of personnel and property.

2. Scope

This SOP applies to all employees, contractors, and visitors at all company locations.

3. Responsibilities

- **Security Manager:** Oversee implementation of all security measures and provide training.
- **All Employees:** Adhere to security protocols and report incidents immediately.
- **Supervisors:** Enforce compliance and review incident reports.

4. Security Protocols & Loss Prevention Measures

4.1 Access Control

- Issue access cards/keys only to authorized personnel.
- Maintain entry/exit logs for all visitors and contractors.
- Secure sensitive areas with passcode or biometric control.
- Change access credentials immediately if compromised.

4.2 Surveillance Monitoring

- Operate CCTV cameras in all designated areas 24/7.
- Regularly check recording equipment for functionality.
- Retain footage for a minimum of 30 days.

4.3 Inventory Control

- Perform regular stock counts and reconcile with records.
- Restrict access to inventory storage areas.
- Tag high-value items with security labels or RFID tracking.
- Immediately report discrepancies to management.

5. Incident Reporting Procedures

- Report all suspicious activities or security breaches to the Security Manager immediately.
- Complete an Incident Report Form within 24 hours of incident.
- Preserve evidence, including CCTV footage, and cooperate with investigations.

6. Emergency Response Strategies

Event	Immediate Action	Follow-up
Theft or Burglary	Contact authorities; secure area	Review footage; inventory assessment
Fire or Natural Disaster	Activate alarms; evacuate	Account for staff; incident report

Unauthorized Access	Escort out; notify Security	Review access controls; retrain staff
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7. Revision & Review

- This SOP will be reviewed annually or after any significant security incident.
- All updates will be communicated to staff and documented.

Approved by: _____

Date: _____