

# SOP Template: Prohibited Item Screening and Handling

This SOP details the procedures for **prohibited item screening and handling**, including identification of restricted items, proper screening techniques, protocols for confiscation and documentation, staff training requirements, and compliance with legal and organizational policies. The aim is to ensure a safe and secure environment by effectively managing and mitigating risks associated with prohibited items.

## 1. Purpose

To outline standardized procedures for screening, identifying, confiscating, handling, documenting, and reporting prohibited items in accordance with relevant laws and organizational policies.

## 2. Scope

This SOP applies to all personnel responsible for security and screening activities within the organization's premises.

## 3. Definitions

- **Prohibited Items:** Any object or substance expressly banned by law or organizational policy from being brought into the facility.
- **Screening:** The process of inspecting persons, bags, parcels, and equipment for prohibited items.
- **Confiscation:** The act of removing and securing prohibited items found during screening.

## 4. Responsibilities

- Security staff and screeners are responsible for conducting screenings and implementing this SOP.
- Supervisors oversee compliance and provide support during incidents.
- All staff must report suspected prohibited items appropriately.

## 5. Procedure

### 5.1 Identification of Prohibited Items

- Refer to the current list of prohibited items (see Appendix A).
- Stay updated on changes in legislation and organizational policies.

### 5.2 Screening Techniques

- Conduct screenings using approved methods (metal detectors, bag checks, visual inspections, X-ray, etc.).
- Respect individual privacy; screenings should be conducted professionally and in accordance with policy.

### 5.3 Confiscation and Handling

- If a prohibited item is discovered:
  - Politely inform the individual of the policy.
  - Collect and secure the item in a designated secure location.
  - Do not confront individuals aggressively; involve law enforcement if necessary.

### 5.4 Documentation and Reporting

- Complete a Prohibited Item Confiscation Report immediately. (See Appendix B)
- Log all incidents in the security logbook or digital system.
- Notify appropriate authorities if required by law or policy.

### 5.5 Return or Disposal of Items

- Follow policy regarding whether items are returned upon exit, destroyed, or handed to authorities.
- Document all actions taken regarding the item's final disposition.

### 5.6 Staff Training

- All relevant staff must receive initial and refresher training on screening techniques, prohibited items,

- documentation, and legal compliance.
- Maintain training records for all involved personnel.

## 6. Compliance

- Ensure adherence to all applicable laws and organizational policies regarding the handling of prohibited items.
- Failure to comply may result in disciplinary action.

## 7. Appendices

### Appendix A: Sample List of Prohibited Items

| Category            | Examples  |
|---------------------|---|
| Weapons             | Firearms, knives, explosive devices   |
| Hazardous Materials | Chemicals, flammable liquids, toxic substances                                      |
| Illegal Substances  | Controlled drugs, unauthorized medications  |
| Banned Items        | Alcohol, vaping devices (if prohibited), personal recording devices (if restricted) |

### Appendix B: Prohibited Item Confiscation Report

| Field            | Description   |
|------------------|---|
| Date/Time        | When the item was discovered  |
| Location         | Screening area/location   |
| Item Description | Type, make/model, distinguishing characteristics                      |
| Person Involved  | Name/contact information  |
| Staff Name       | Person conducting screening   |
| Action Taken     | Confiscated, handed to authorities, returned at exit, destroyed, etc. |
| Signature        | Confirmation of report by staff                                       |

## 8. Review and Revision

- This SOP shall be reviewed annually or upon significant policy or legal changes.
- Revisions must be approved by management and communicated to all relevant personnel.