

Standard Operating Procedure (SOP): Security and Loss Prevention Measures

This SOP details **security and loss prevention measures** designed to protect assets, reduce theft, and ensure a safe environment. It covers access control protocols, surveillance monitoring, employee training on theft prevention, inventory management procedures, incident reporting, and response strategies. The goal is to minimize risks, maintain operational integrity, and safeguard company property and personnel through effective security practices.

1. Purpose

To establish guidelines for implementing security and loss prevention measures that protect assets, employees, and company property.

2. Scope

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

3. Responsibilities

- **Security Personnel:** Monitoring, access control, and responding to incidents.
- **Managers:** Ensuring staff compliance and facilitating training.
- **Employees:** Following procedures and reporting suspicious activity.

4. Procedures

1. **Access Control**
 - Issue ID badges to authorized personnel.
 - Restrict access to sensitive areas using locks, access cards, or biometric systems.
 - Maintain visitor logs and escort visitors at all times.
2. **Surveillance Monitoring**
 - Install and maintain CCTV cameras in all critical areas.
 - Regularly monitor camera feeds for suspicious activity.
 - Ensure proper signage indicating surveillance.
3. **Employee Training on Theft Prevention**
 - Conduct training sessions on identifying and preventing theft.
 - Educate employees on company policies regarding security awareness.
 - Encourage reporting suspicious behavior.
4. **Inventory Management Procedures**
 - Perform regular stock takes and reconcile inventory records.
 - Document and report inventory discrepancies immediately.
 - Limit access to inventory storage to authorized staff only.
5. **Incident Reporting and Response**
 - Report all security incidents immediately to the designated manager or security team.
 - Complete an incident report form with relevant details.
 - Review incidents to identify root causes and implement corrective actions.

5. Review and Improvement

- Regularly review and update security procedures.
- Conduct security audits at least annually.
- Incorporate feedback and lessons from incidents to improve processes.

6. Records

- Maintain logs for visitor access, incident reports, inventory audits, and training attendance.

7. References

- Company Security Policy
- Local regulations and compliance requirements

8. Document Control

- **Version:** 1.0
- **Date:** [Insert Date]
- **Approved by:** [Insert Name/Title]
- **Next Review:** [Insert Date]