

SOP Template: Personal Belongings and Equipment Security Check

This SOP details the **personal belongings and equipment security check** procedures, including the inspection of employee personal items, verification of company equipment, secure storage practices, identification of unauthorized items, and reporting protocols. The objective is to maintain a secure work environment by preventing theft, loss, and misuse of personal and company property through systematic security checks and compliance with established guidelines.

1. Purpose

To outline the steps for conducting security checks on personal belongings and company equipment in order to ensure workplace security and compliance with relevant policies.

2. Scope

This SOP applies to all employees, contractors, and visitors entering or exiting the company premises with personal or company property.

3. Responsibilities

- **Security Personnel:** Conduct inspections according to this SOP.
- **Employees:** Cooperate during checks, declare all personal and company items.
- **Supervisors/Managers:** Ensure SOP compliance and address any violations.

4. Procedure

1. **Preparation**
 - Security staff must be briefed on the procedure and schedule of checks.
 - Inspection areas must be equipped with required forms and detection tools.
2. **Entry/Exit Security Check**
 - All entrants/exiting personnel must present bags, packages, and portable equipment for inspection.
 - Security personnel will request employees to open bags in their presence.
 - Company-owned equipment must be verified against the employee's authorized equipment list or gate pass.
3. **Inspection Process**
 - Visually inspect all bags, containers, and compartments.
 - Use metal detectors or other approved equipment if necessary.
 - Check serial numbers or identifying marks on company property.
4. **Identification of Unauthorized Items**
 - Unauthorized items (e.g., prohibited materials, unregistered equipment) must be documented and reported immediately.
 - Refer to the company's prohibited item list for guidance.
5. **Secure Storage**
 - Items not allowed beyond checkpoints must be stored in designated secure storage facilities.
 - Issue claim tags for temporarily stored items.
6. **Reporting**
 - All incidents, discrepancies, or refusals to comply must be recorded in the Security Logbook and reported to the supervisor on duty.
 - Prepare an Incident Report Form if necessary.

5. Documentation

- Equipment Authorization List
- Security Logbook
- Incident Report Form
- Gate Pass Forms

6. Compliance & Review

- Compliance with this SOP will be audited quarterly.
- Review and update this SOP annually or when significant security policy changes occur.

7. References

- Company Security Policy
- Prohibited Items List
- Equipment Issuance Policy