

Standard Operating Procedure (SOP): Security Screening and Inspection for Suspicious Packages

This SOP details the **security screening and inspection for suspicious packages**, including the identification of potential threats, procedures for safe handling, use of detection equipment, protocols for isolation and containment, coordination with security personnel and law enforcement, and documentation and reporting of incidents to ensure the safety of personnel and facilities.

1. Purpose

To establish standardized procedures for the identification, handling, inspection, and reporting of suspicious packages to protect personnel, property, and critical infrastructure from potential threats.

2. Scope

This procedure applies to all staff responsible for mail and package receipt, security personnel, and facility management.

3. Responsibilities

- **Security Officers:** Conduct initial screening, isolation, and coordination.
- **Facility Management:** Oversee compliance and ensure training.
- **All Employees:** Report suspicious items immediately.

4. Identification of Suspicious Packages

- Unusual or excessive postage, handwritten or poorly typed addresses
- Incorrect titles or misspelled names
- Oily stains, discolorations, or odor
- Excessive weight or lopsided, uneven shapes
- Packages with wires, aluminum foil, or ticking sounds
- Unexpected deliveries or packages from unknown senders

If any indicators are present, treat the package as suspicious.

5. Procedures for Safe Handling

1. Do not touch, move, or open the package.
2. Isolate the area by evacuating personnel and securing the location.
3. Prevent others from entering the area.
4. Wash hands immediately if the package has been handled.

6. Use of Detection Equipment

1. Use x-ray scanners or detection devices if available and only by trained personnel.
2. Do not insert probes or attempt to open the package manually.
3. If suspicious content is detected, escalate per Section 7.

7. Isolation and Containment Protocols

1. Designate a secure containment area for suspicious packages.
2. Close doors and seal ventilation if possible within the affected area.
3. Maintain a safe distance (minimum 25 meters).
4. Limit movement around the package and leave all items (e.g., papers, pens) untouched in the area.

8. Coordination with Security and Law Enforcement

1. Notify on-site security immediately.
2. Contact local law enforcement/bomb squad for professional intervention.

3. Provide all information: package details, location, time of discovery, and responsible personnel.

9. Documentation and Reporting

1. Complete a suspicious package incident report (see table below).
2. Submit reports to both facility security management and law enforcement.
3. Retain all records for audit and investigation purposes.

Date/Time	Location	Package Description	Indicators	Actions Taken	Reporting Personnel

10. Review and Training

- Conduct annual training on suspicious package procedures.
- Review and update SOPs in line with regulatory and threat environment changes.