Standard Operating Procedure (SOP)

Security and Loss Prevention Measures

This SOP details comprehensive **security and loss prevention measures** designed to safeguard company assets, prevent theft, and reduce financial losses. It includes protocols for facility access control, surveillance system management, employee training on security awareness, inventory management best practices, incident reporting procedures, and coordination with law enforcement agencies. The objective is to create a secure environment that minimizes risks and ensures operational continuity.

1. Purpose

To establish standardized procedures for protecting company assets and minimizing losses due to theft, fraud, or other security breaches.

2. Scope

This SOP applies to all employees, contractors, and visitors across all company facilities and operational areas.

3. Responsibilities

- **Security Manager:** Oversees and enforces security protocols.
- **Supervisors:** Ensure employee compliance with all measures.
- **All Employees:** Adhere to all security and loss prevention protocols and report suspicious activities.

4. Facility Access Control

1. Restrict facility access to authorized personnel only.
2. Issue access cards or identification badges and ensure their visible display at all times.
3. Maintain updated visitor logs and require sign-in/sign-out procedures for all guests.
4. Conduct routine checks on access points (doors, windows, fences, etc.).

5. Surveillance System Management

1. Install and maintain CCTV cameras at critical locations (entrances, exits, inventory rooms, loading docks).
2. Regularly review and archive surveillance footage as per retention policy.
3. Perform periodic maintenance and functionality checks on all surveillance equipment.

6. Employee Training and Security Awareness

1. Conduct mandatory orientation on security and loss prevention protocols for all new employees.
2. Organize periodic refresher training and security drills.
3. Distribute security awareness materials and updates via internal communication channels.

7. Inventory Management Best Practices

1. Implement accurate tracking systems (barcodes, RFID) for all inventory items.
2. Perform regular inventory audits and reconcile physical counts with system records.
3. Store high-value items in secure, access-controlled locations.

8. Incident Reporting Procedures

1. Encourage immediate reporting of suspicious activities or security breaches to the security manager.
2. Document all incidents using the designated incident report form.
3. Investigate all reported incidents and escalate as necessary.
4. Maintain a secure log of all incidents for future reference and analysis.

9. Coordination with Law Enforcement

1. Establish and maintain direct communication lines with local law enforcement agencies.

2. Report major security incidents or criminal activities promptly as per legal requirements.
3. Cooperate with law enforcement during investigations and follow up on case status when necessary.

10. Review and Continuous Improvement

1. Conduct annual reviews of all security and loss prevention procedures.
2. Update SOPs based on incident analysis, new risks, and technological advancements.
3. Solicit employee feedback for potential improvements to security measures.

11. Document Control

This SOP is reviewed annually by the Security Manager and revised as needed. Latest revision date and approval signatures should be recorded below.

- **Revision Date:** _____
- **Approved by:** _____