

# Standard Operating Procedure (SOP): Security Measures for Inventory Storage Areas

This SOP details **security measures for inventory storage areas**, encompassing access control protocols, surveillance system implementation, regular inventory audits, proper lighting and signage, employee training on security policies, and emergency response procedures. The goal is to safeguard inventory from theft, damage, and unauthorized access, ensuring accurate stock management and a secure storage environment.

## 1. Purpose

To establish and maintain appropriate security procedures to deter theft, unauthorized access, and damage to inventory storage areas.

## 2. Scope

This SOP applies to all staff and contractors with access to company inventory storage areas, including warehouses and storerooms.

## 3. Responsibilities

- **Warehouse Manager:** Oversee implementation and adherence to security procedures.
- **Security Personnel:** Monitor systems and patrol areas as assigned.
- **All Employees:** Comply with outlined protocols and report security incidents.

## 4. Procedures

1. **Access Control Protocols**
  - Restrict storage area access to authorized personnel only.
  - Maintain an up-to-date access list and review quarterly.
  - Employ keycards, access codes, or biometric systems where feasible.
  - Log all entries and exits, including date, time, and individual's name.
2. **Surveillance System Implementation**
  - Install CCTV cameras at building entrances, exits, and high-risk inventory zones.
  - Ensure cameras are kept functional and footage is backed up for a minimum of 30 days.
  - Limit live feed and footage access to authorized personnel only.
3. **Regular Inventory Audits**
  - Carry out scheduled counts (weekly, monthly, or quarterly as required).
  - Investigate and document discrepancies immediately.
  - Implement random spot-checks in addition to scheduled audits.
4. **Proper Lighting and Signage**
  - Ensure all storage areas and entry points are well-lit at all times.
  - Post clear signage indicating restricted access and security monitoring.
  - Inspect and maintain lighting and signage monthly.
5. **Employee Training on Security Policies**
  - Conduct mandatory onboarding and refresher training on security protocols.
  - Distribute and review written security materials annually.
  - Document attendance and completion of all training sessions.
6. **Emergency Response Procedures**
  - Establish clear procedures for responding to security breaches, fire, or other emergencies.
  - Display emergency contact numbers and evacuation routes in visible locations.
  - Conduct regular emergency drills and review procedures with staff.

## 5. Documentation

- Maintain logs for access, surveillance footage, inventory audits, and training records for regulatory compliance and audits.

## 6. Review and Update

- Review this SOP at least annually or immediately after a security incident.
- Update procedures based on new technologies or identified risks.

## 7. References

- Company Security Policy Manual
- Local Fire and Safety Codes
- Employee Handbook