



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Security Patrolling	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

To lay down the procedure for security patrolling of the factory.

### 2.0 SCOPE

This SOP is applicable for security patrolling at .....

### 3.0 RESPONSIBILITY

Security Supervisor.

HOD –PAD

### 4.0 PROCEDURE

4.1 Security supervisor shall remain to the security through out the shift.

4.2 One guard shall be posted near the main gate.

4.3 Other guards shall be posted at different locations in the factory premises.

#### 4.4 Patrolling by main gate guard

4.4.1 To restrict the entry of the person entering the factory premises.

4.4.2 To scrutinize and identify any visitor to the factory premises.

4.4.3 To frisk all the person entering the factory and leaving the factory.

4.4.4 To check the bags of all person entering inside the factory and to remove the cigarette and matchbox & tobacco products.

#### 4.5 Patrolling of rear side guard

4.5.1 To patrol the entire rear side of the factory.

4.5.2 To ensure that no person enters through the rear wall.

4.5.3 To ensure that no person exit through the rear wall.

4.5.4 To ensure that no material shall taken out through the rear wall.

#### 4.6 Duties of other guards

4.6.1 To keep vigil on the area where they are posted

4.6.2 To keep watch that no one in the plant is smoking or chewing tobacco products.

#### 4.7 Patrolling by security supervisor



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- 4.7.1 To keep vigil on patrolling by the security guards.
- 4.7.2 To do surprise checks of the entire factory periphery periodically.
- 4.7.3 To inform "Head-PAD" if any abnormalities inside the factory regarding factory security.
- 4.7.4 To keep vigil on personal movement especially the document or software movement by staff and inform.
- 4.7.5 To inform the "Head-PAD" in such cases.
- 4.7.6 To ensure that the no material enter inside the factory without proper document.
- 4.7.7 To ensure that the no material leaves the factory without appropriate document.
- 4.7.8 To inform Manager-HR over telephone or mobile phone in any case of any emergency, theft, accident or any problems in the nearby the factory.

### 5.0 ANNEXURE

Nil

### 6.0 REFERENCE (S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

### 7.0 ABBREVIATION (S)/DEFINITION (S) :

NA

### REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	New SOP	--