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| **STANDARD OPERATING PROCEDURE**  SECURITY |

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| **Author** | | |
| Name | M Shaheed Ullah | **Signature** |
| Designation | Admin Department |
| Date | 11/11/2020 |
| **Review** | | |
| Name |  | **Signature** |
| Designation |  |
| Date |  |
| **Approval** | | |
| Name | Mr. Ahsan abid | **Signature** |
| Designation | GM Factory |
| Date |  |

## Purpose

To maintain safe and secure working environment within factory premises

## Scope

Security is provided to all inside labors, executives and infrastructure to ensure safe and sound working environment so that factory daily routine work will be performed in smooth and risk free manner

## Responsibilities

* Admin department
* Security Guards
* Senior management

## Procedure

* Proper inquiry at factory gate
* Detention of identification
* To maintain secure environment
* Take necessary steps
* Guard factory belongings
* Maintain attendance register
* Proper management and caring of IN,OUT persons and Materials
* To deal and receive factory guests and visitors

**5. Operational Steps**

* Whenever anyone wants to enter in factory security guards at gate will make proper inquiry about his arrival purpose before getting him “IN” from main entrance
* Security department wil inquire and detain CNIC or any identity of person wants to meet anyone in factory premises
* Security guards are responsible to maintain secure and safe environment in factory and avoid any unpleasant incident
* In case of any anarchy issue and chaotic situation security guards are allowed to make necessary actions with permission from senior management
* When person is leaving factory security guards have to make sure that he/she don’t take any factory belonging in person, if they want to take any thing or sample outside from factory than he/she have to inform respective department involved in movement of thing and show duly signed gate pass from department’s respective head

**6. Precautions**

* Security guards are not allowed to made any decision without the permission of senior management except of serious and fatal situation
* No one from inside and outside of factory can influence security department to interfere in factory routine tasks
* No transport, van, car can leave factory without proper check and gate pass issued from security and admin

## Associated Documents and Records

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|  |  | **INWARD GATE PASS** | | | |  |  |  |
|  |  |  |  |  |  | Sr # : |  | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Date: |  | |
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| Received From: | |  | | | | | | |
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| DO/Challan No: | |  | | Bilty No. |  | Vehicle No: | |  |
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| **S. No** | **Description** | | | | | **A/U** | **Quantity** |  |
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|  | **NON-RETURNABLE OUTWARD GATE PASS** | | | | | | | |  |
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| M/s |  | | |  |  | Sr #: |  | | |
|  | | | |  |  | D/Order #: |  | | |
| Driver Name: | |  | |  |  | Bilty #: |  | | |
| Time: |  | | |  |  | Veh #: |  | | |
|  |  |  |  |  |  | Dated: |  | | |
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| **Sr. No** |  | **Description** | |  | **A/U** | **Quantity** | **Remarks** |  |  |
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|  | I/C Store |  |  | Received by | |  | Fac. Manager |  |  |

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|  | **RETURNABLE OUTWARD GATE PASS** | | | | | | | |  |
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|  | | | |  |  | D/Order #: |  | | |
| Driver Name: | |  | |  |  | Bilty #: |  | | |
| Time: |  | | |  |  | Veh #: |  | | |
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| **Sr. No** |  | **Description** | |  | **A/U** | **Quantity** | **Remarks** |  |  |
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|  | **VEHICLE MOVEMENT SHEET** | | | | | | |  |  |  |
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| Vehicle No: | |  | | |  |  | Date: |  | | |
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| Visit To: | |  | | |  |  | Time Out: |  | | |
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| Purpose: |  | | | | | | | | | |
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| Meter Reading Out: | |  | | Meter Reading in: | |  | | Toatl KM: |  | |
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|  |  |  |  |  |  |  | Time In: |  | | |
|  |  |  |  |  |  |  | Sig Driver: |  | | |
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| **BIN RASHEED COMPUTERIZED KANTA.** | | | | | | |
|  | | | |  | Nos of Bages | |
|  | Sr. No: |  | Vehicle No: | |  |  |
| Operator Name: | |  |  |  |  |  |
| Customer Name: | |  |  |  |  |  |
| Supplier Name: | |  |  |  |  |  |
| Material / Product: | |  |  |  |  |  |
|  | | **Date** | **Time** | **Weight** | |  |
| 1st Weight |  |  |  |  | |  |
| 2nd Weight |  |  |  |  | |  |
| Net Weight |  |  |  |  | |  |
|  |  |  |  |  |  |  |
|  |  | Munds |  |  | |  |
|  |  | Munds |  | Operator | |  |

**AMENDMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **REV. #** | **DCR#** | **SECTION** | **AMENDED TEXT** |
| 1 | N/A | all | Document totally revised after addition of operational steps, precautions and other necessary amendments and changing. |
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\* All changes made in the document are notified in the Amendment History Table.