

<b>Procedure No.:</b> 01	<b>Approved:</b>	<b>Expire:</b>
<b>Link:</b>	<b>Application:</b> ALL	<b>Property:</b> ADROIT ADVANCED SECURITY
<b>OCCURRENCE BOOK</b>		

**1. DESCRIPTION:** This is the procedure that will be followed HANDLE and WRITE the occurrence book.

**2. AIM:** This procedure outlines all the necessary steps to be followed when handling, writing and caring for the occurrence book.

**3. APPLICATION:** This procedure is applicable to all operational members.

#### **4. DEFINITION OF TERMS**

<b>First entry</b>	This is the first entry that a person makes like “duty on, Article out or departure” for articles or persons residing at the said property or “arrival or Article in” for the articles or persons residing outside of the said premises.
<b>Follow-up entry</b>	Entry bearing a heading opposite to the above headings for the same articles or persons.

#### **5. PROCEDURE:**

##### **a. FIRST ENTRY**

- i. The book must have a serial number on the outer cover. The serial number must be the “the number of the book” as issued in that particular year followed by the “year of issue”
- ii. Start every page with the date on top in this format “date-month-year,” take note that the month must be in words not numbers and between the date, month and year, there must be dash (-) not back slash (/) as this can easily confuse the date as a serial number.
- iii. Underline the date with two neat red lines
- iv. Write eligibly and neatly.
- v. Skip a line before making a new entry unless it is a first entry on a new page.
- vi. Write only the serial number on the designated column and cross reference where necessary
- vii. Write the heading of the new entry and underline with a neat single red line.
- viii. Do not skip a line after the heading before writing the content of the heading.

##### **b. FOLLOW UP ENTRY**

- i. Enter the serial number and cross reference with its first entry by drawing a red line on top of the serial number and on top of the red line write the serial number of the first entry.

<b>Procedure No.:</b> 01	<b>Approved:</b>	<b>Expire:</b>
<b>Link:</b>	<b>Application:</b> ALL	<b>Property:</b> ADROIT ADVANCED SECURITY
<b>OCCURRENCE BOOK</b>		

- ii. Write the heading of the follow up entry and write the content of the entry under the heading indicating the follow up.
- iii. On the main entry draw a red line under the serial number, and underneath the

**c. SUMMARY**

- i. At the end of every shift, make an entry titled "Summary" under which a full summary of the daily activities will be entered.
- ii. Open-reference entries must be indicated and the reason they remain open.
- iii. Same entry must be made at the end of every month to indicate the monthly summary of all activities for the month.

**d. INSPECTION**

- i. The inspecting person shall make an entry in red ink stating the entries inspected, summarising all the issues arising from the entries and if such does not exist, they must indicate.
- ii. On the back page of the occurrence book, the inspecting person must enter the refence number of the inspecting entry they have just made, and on it they must write the registration number of the vehicle they drove to the post and the odometer reading then sign their signature.
- iii. On the main entry draw a red line under the serial number, and underneath the

**e. IMPORTANT NOTES**

- i. For normal entries, use only black in and use red ink only to cross reference and draw lines.
- ii. For inspection entries use red ink even for cross referencing and underlining.
- iii. On the main entry draw a red line under the serial number, and underneath the
- iv. Never tear any page from the occurrence book.
- v. When correcting an error, draw a neat straight line over the entry next to it enter the correction, take care to ensure that the corrected word must still be legible. Write a date in a step form and initial next to the correction.
- vi. Do not overwrite and do not leave blank spaces.

