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| 1. **DESCRIPTION**: This is the procedure that will be followed to execute guarding duties for all the IMMOVABLE property under the care and protection of ADROIT ADVANCED SECURITY. 2. **AIM**: This procedure outlines all the necessary steps to be followed to provide for the safeguarding of premises, property and for the protection of the people therein or thereon. 3. **APPLICATION**: This procedure is applicable to all operational members. 4. **DEFINITION OF TERMS OR ABBREVIATIONS**  |  |  | | --- | --- | | **OB** | Occurrence Book |  1. **PROCEDURE**: 2. **STATIC**    1. Receive the assets handed over to you by relieving shift following the appropriate procedure.    2. Report on duty as per appropriate procedure.    3. Make an OB entry reporting for duty and report any missing items, defects or injuries you observed.    4. Read the OB from the lats time you reported off duty, if new read the whole book.    5. If there is an information book, read it as well.    6. Treat the clients’ guests with professionalism and respect, you are the client’s first contact with its guests and clients.    7. Execute every task according to procedure.    8. Enforce access control and other procedures relevant to your post. 3. **PATROL**    1. On regular intervals, go on patrol.    2. Make an entry of every patrol on the OB.    3. Take your radio and weapon.    4. Look out for any irregularities.    5. Take notes of all irregularities and notify control room    6. Note the findings on the OB 4. **REPORTING**    1. An irregularity is any item, person or activity that looks suspicious and was not recorded on the OB or communicated to you before embarking on a patrol exercise.    2. Report what you are observing to control room and request permission to act.    3. You may take immediate action, only if you foresee that waiting any longer could lead to death or injury of people or property.    4. Request back up if you see the need.    5. As far as possible avoid acting without the direction of control room. 5. **IMPORTANT NOTES**    1. No procedure no work.    2. Be sober, clean and neatly dressed at all times. |

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| **6. Personnel:** |
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| **7. First Level Manager:** |
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| **8. Approved** **Top Level Manager**: |
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