

SECURITY PROCEDURE NAME AND NUMBER

SCOPE OF THE PROCEDURE

The general aim of the procedure and what the procedure will cover. This may make reference to an overall policy or risk assessment. Only needs to be a paragraph

PERSONS INVOLVED

Employees	Other
E.g. Security Manager	E.g. Public
E.g. Security team	E.g. Electrical contractor
E.g. Maintenance team	

EQUIPMENT & RESOURCES

Equipment	Location	Responsible

CONTENT

This is the main section of the procedure where the content would be written for the basic operation of the procedure. For example, if this was a radio procedure contents may include:

TYPE OF RADIO EQUIPMENT

At ABC Security, we use Motorola CP400 analogue two-way radios

PARTS AND USAGE

The two ways radios contain a variety of standards parts which undertake specific functions the radio. These parts are outlined below

CALL SIGNS

At ABC Security, we use the following call signs when using the two-way radios.....

PRO-WORDS

The following procedural words must be used when speaking on the radio

RADIO ETIQUETTE

Please remember the following when using the radio.....

EMERGENCY CODES

The following emergency codes are in use.....

CONTINGENCY PLANS

Contingency plans are what we do when things go wrong with the general operations of the radio outlined in the contents section. If we take the two-way radio example again it may include:

RADIO UNIT FAILURE

In the event of a radio unit failing we carry out the following steps

RADIO NETWORK FAILURE

In the event of a radio network failure we carry out the following steps

LOST/STOLEN RADIO

In the event of a lost radio we carry out the following steps

ESCALATION TABLE

An escalation table is a list of all the people taken from the persons involved section on one axis and all the contents and contingency plans on the other axis. We then map in who needs to be involved at each stage of the contents and contingencies section

	Security Team	Security Mgr.	Maintenance	Ops Mgr.	External contractor	Gardaí
Radio type	Yes	Yes	No	No	No	No
Parts and functions	Yes	Yes	No	No	No	No
Call signs	Yes	Yes	No	No	No	No
Pro Words	Yes	Yes	No	No	No	No
Etiquette	Yes	Yes	No	No	No	No
Emergency codes	Yes	Yes	No	Yes	No	No
Radio fault	Yes	Yes	Yes	Yes	Yes	No
Network failure	Yes	Yes	Yes	Yes	Yes	No
Lost/Stolen	Yes	Yes	Yes	Yes	Yes	Yes

REPORTING AND DOCUMENTS

In this section, a table containing all the documentation that arises from this procedure, where they are kept and how long they should be retained for example:

Document Number	Document Name	Location	Retention Period
Form SEC041	Radio Sign out sheet	Security control room	3 months
Form SEC063	Maintenance report form	Maintenance room	3 years
Form SEC032	Incident report form	Security control room	3 years

OWNERSHIP

Designed by:		Position:	
Approved by:		Position:	

REVIEW HISTORY

Version Number	Revision date	Revised by	Approved by	Revision details
1.1	22/02/2017	Joe Bloggs	Mike Murphy	Updated radio model number after purchase
1.2				