

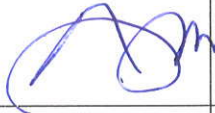
SECURITY



Document Control No. : VBHC/ADM/P/01

Revision No _____: Rev 0

Date of Revision ____: 1st April 2023

	Name/Designation	Signature	Date
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HISTORY OF REVISIONS

[illegible]



STANDARD OPERATING PROCEDURE			
VBHC Value Homes Private Limited	SECURITY	DOC.NO:VBHC/ADM/P/01	

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Metrics	Measure	Target
Security	Safeguarding company asset and employees. Providing peripheral security and monitoring on day to day basis. Ensure compliance and safety	To achieve 100% process oriented system and ensure 100% safety and security of Organization Assets and employee's

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1. **PURPOSE**

The purpose of this process is to safeguard organization's assets and to provide secured environment. This document briefly lay down the process and procedures regarding the safety & security of the premises where company operates.

2. **PROCESS TRIGGER**

This process is triggered by the initiation of any project; and initiation of any project is started/ change in the existing agency.

3. **SCOPE AND APPLICATION**

This Process is applicable to all projects of VBHC and ensures:

- Safety and Security of Employees and Company Assets.
- Guarding Premises Entrance & Exits, monitoring Employee & Material movement, Contractors and Visitors movement, and
- Periodic audits on security measures

4. **PROCESS OWNER**

Administration – Head

5. **PREDECESSOR AND SUCCESSOR PROCESSES**


Predecessor: Project Master Schedule (PMS) (the initiator to provide PMS)

Successor: End of Project

6. **RESPONSIBILITY AND AUTHORITY**

6.1. **Induction into the Unit**


- Post interview the Security supervisor/admin site in-charge will communicate the service provider about the selection/rejection of the candidate orally.
- Post selection, agency will seal and sign on the resume confirming that he is employed with respective agency and also mention about his deployment at VBHC site. (do we need?)
- Selected candidates will be trained by vendor on the basic Industrial security functions and operations at the service providers.

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- Vendor shall provide document proof of training given to the candidate before induction
- Security personnel will be deployed on the post upon clearance from the site admin.

6.2. Post Responsibilities

Designation	Activities/responsibilities/Defined guidelines.
Security Supervisor	<ul style="list-style-type: none"> • Supervisor is responsible for the entire security system in the premises • Taking charge of post from supervisor on duty. • Briefing Post wise specification of duty to the Guards deployed for the shift. • To check attendance and dress code of every single Guard deployed on shift. • To Patrol all post, past deployment. • To check for all reports (Visitors movement, Material inward and outward, Key register). • Time to time coordinate with Admin reporting manager on security concerns. • Compliance as per ISO policy. • Supervisor at the gate need to check for necessary documents (gate Pass with approval) for company assets that are moved by individual or by Vendor and make relevant entry depending on INWARD/OUTWARD Register.
Guard entrance	<ul style="list-style-type: none"> • Guard Deployed at the main gate will be responsible for employee, visitor and material movement in coordination with security supervisor/site admin. • Guard will execute the following duties. <ul style="list-style-type: none"> ○ Guard will not authorize any material movement without the approval of supervisor/site admin & without necessary documentation. ○ Guard on duty will be alert & report the same to Supervisor for any kind of unhealthy atmosphere or on finding any suspicious person movement around the facility. ○ Guards will receive instruction only from Supervisor and site admin.

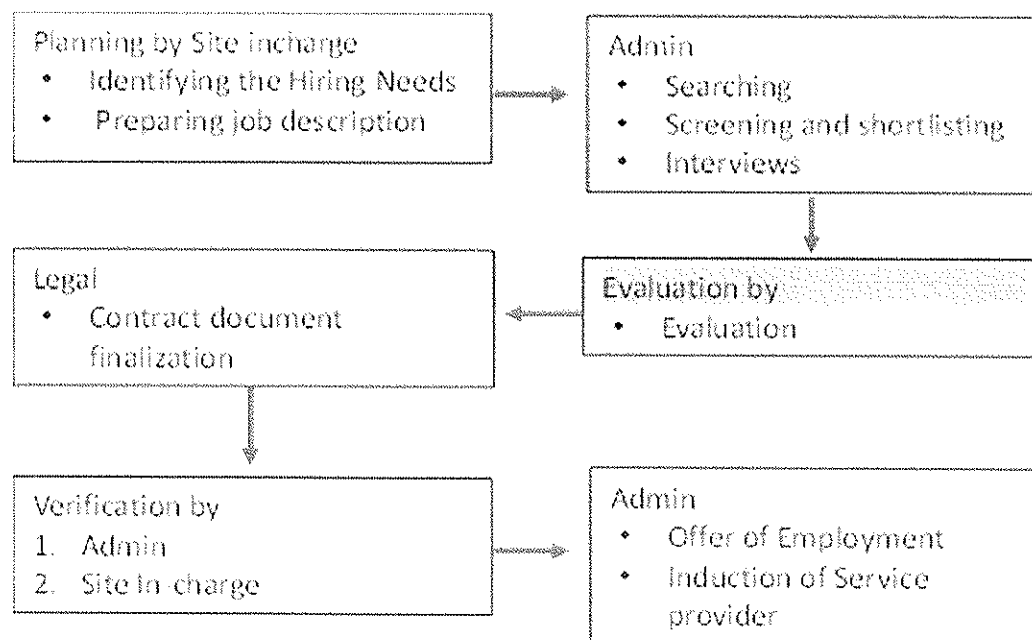
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Designation	Activities/responsibilities/Defined guidelines.
Security Guard	<ul style="list-style-type: none"> Security guard on duty under the instruction of duty supervisor will patrol the Premises and check for any kind of unhealthy situation, Movement of Materials, Store, DG area, Electrical bay, Fuel movement, movement of scrap items. Safety of company assets in the premises will be monitored by security on duty, each of the security guard will execute duty based on the duty guideline.

7. DEFINITIONS & ABBREVIATIONS

- LOI – Letter of Intent
- SOP – Standard Operations Procedure
- SLA – Service Legal Agreement

8. PROCESS FLOW CHART FOR SELECTION OF VENDORS



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9. **PROCESS DESCRIPTION FOR SELECTION OF VENDORS**


To write the process of security check

9.1 **Entry/ Exit Procedure of VBHC Premises:**

- 9.1.1 As per our VBHC security policy, visitors are not permitted to access construction area unless authorized personal escorts
- 9.1.2 Access to construction area is required only when a Visitor is undergoing a facility tour or there is a specific need for which a visitor needs to access the construction area.
- 9.1.3 In both cases, the visitor must be accompanied at all times by sales team/Project Team/Admin Team.
- 9.1.4 Visitors at the time of entry will make an entry in the register.
- 9.1.5 Visitor's access is restricted to Sales Office.
- 9.1.6 In the event an employee's ID or Access Card has been either lost or stolen the security personnel must be notified immediately. The employee must also request a duplicate card through HR dept.
- 9.1.7 Employees are not authorised to move company assets outside the construction area.
- 9.1.8 Employees will inform Security immediately on finding variation in company assets that they are accessing.
- 9.1.9 In case if there is a requirement to move Company assets from one area to another premises, individual need to get it authorised from Project head on the requirement and forward the requirement to admin.

9.2 **Entry / Exit of Contractual Vendor Staff**

- 9.2.1 Contractual vendors are defined as those individuals/companies with whom VBHC has a signed LOI or Agreement with for the delivery of manpower / materials/ services.
- 9.2.2 All contractual vendor staff who are on long term deployment will register their attendance and in/out time at the main security desk. They will at all time will cooperate with security for being frisked at the time of entry and exit from VBHC construction area.
- 9.2.3 Contractual vendor staff will declare materials/required tools to the security at the time of entry.
- 9.2.4 Contractual Vendor staff while working in the premises will adhere to General Safety regulations.

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9.3 **Material Movement & Management**

- 9.3.1 Material movement out of VBHC site will be supported with Gate Pass, we have two categories of passes: **Returnable and Non-Returnable**.
- 9.3.2 Any material that is being sent for repair to any other location is termed as Returnable material.
- 9.3.3 Any material that is being sent on permanent basis out of VBHC premises is termed as Non-Returnable material.
- 9.3.4 Company Assets movement will be handled by Admin team/Project Team.
- 9.3.5 All material movement will be planned and executed under the supervision of the security team; any unauthorized material movement will not be encouraged.
- 9.3.6 If any employee is found involved in unauthorized material movement, admin team will take it up with respective department head and initiate required action.
- 9.3.7 All the material movement will have to be accompanied with required documents and authorization from relevant project heads.

9.4 **Violations:**

Any violation of this policy would be taken as an offence and the violator would be subjected to disciplinary action.

10. **EFFECIENCY MEASURES AND EFFECTIVENESS MEASURES**

Efficiency Measures:

- Monthly audit report from site personnel / (Surprise night audit/document verification audit)


Effectiveness Measures:

- Number of security lapses
- Number of incidents

11. **RISK ASSOCIATED WITH THE PROCESS**

If proper evaluation and deployment is not carried out, efficiency reduces in turn causing loss to the company.

12. **FORMATS FOR MAINTAINING RECORDS GENERATED IN THE PROCESS**

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1. Visitor Register Format
2. Inward Register Format
3. Material Outward Register Format
4. Material Outward Returnable Register Format

(George to talk to gopal and get all the formats)

13. RECORDS

1. **Visitor Register** - Minimum Retention Period – 1yr
2. **Inward Register** - Minimum Retention Period – Six months from completion of Project (For HO 3 years)
3. **Material Outward Register** - Minimum Retention Period – Till Project Completion
4. **Material Outward Returnable Register** - Minimum Retention Period – Till Project Completion.

14. ANNEXURES

<u>Name of Format</u>	<u>Code</u>
Evaluation format	
Visitor Register Format	VBHC/ADM/F/01
Inward Register Format	VBHC/ADM/F/02
Material Outward Register Format	VBHC/ADM/F/03
Material Outward Returnable Register Format	VBHC/ADM/F/04