

Security Policy

Introduction

We need to protect our vehicles, equipment, materials, buildings and customers property from theft and damage. It is not only expensive when assets are damaged or lost, it also causes disruption and impacts on our customer service.

Responsibility

Managers and Supervisors are responsible for the implementation and maintenance of this policy. Individual responsibilities for keys, equipment and certain locking up procedures will be delegated accordingly.

Vehicles - Responsibility and Procedure

It is the responsibility of the person using the company vehicle to ensure it is locked when parked or unattended. Any valuables, tools, equipment and materials need to be kept out of sight and secure. When the vehicle is returned and parked the keys must be placed in the key safe on the appropriate hook.

Buildings - Responsibility and Procedure

There is a management rota for locking the buildings and yard at the close of business. The Responsible person must check all workshop and office areas to ensure there are no signs of fire and that all electrical equipment has been isolated and lights switched off. All doors and windows must be checked to ensure they are locked and secured. There are three secure areas and at the main exit door the alarm code should be entered and the final door locked. The yard gates should be closed and locked if all other tenants in the business park have left.

Tools and Equipment

Care and attention must be taken when using valuable tools and equipment. The user is the responsible person and must ensure tools and equipment are not left unattended. When the work is finished tools and equipment must be returned to a secure location.

Keys and Locks

Responsible persons (keyholders) must take care to ensure the keys are controlled and kept in a secure location at all times. This policy has been endorsed by Mr. Andrew Raines, Director with full support of the management, and the workforce.

Signed  on behalf of *M.J.Patch Structures Ltd.*

Name: Andrew Raines

Position: Director

Date: 18/05/2017

