

Constru ction Site Security Manage ment Plan

Security Plan Ref #		Version #	
Project & Site Name			
QHSE Manager			
Project Manager			
Site Engineer			

Revision Summary

Rev #	Rev. Date	Description	Revised By

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	QHSE Plan	
	Organization Name	

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1. General

1.1. Intro

This security plan is the key document of the **M/S Organization Name** and essential part of the [Project Name] [Project Ref Number]. The document is effective only if used together with HSEQ policy, HSE Management system of the organization.

1.2. Document Objective

The security plan is developed to evaluate the security risks, determine and implement the security arrangements, allocate the responsibilities to the concerned people and if needed the plan should be changed according to the changes in the project and site.

1.3. Scope

The [Document Name] determines and evaluate the risks, suggests the protection system and methodologies to organization assets (worksite, workforce, material, transport facilities etc.). The security plan is applicable to everyone during the whole project execution.

2. Scope of Work

The security plan applies to [Organization Name], its all workforce, contractors, visitors, and [activities] to ensure that the workplace's interior is suitable for the occupation and work activities execution. The plan addresses all types of security risks, suggests the mitigation measures to counter these risks and reduce them to reasonable level as long as the work is going on during the project execution.

3. Security Objective

Objectives are identified and evaluated in line with Quality, Health, Safety, and Environment policies and an effective & positive approach is established to ensure the safety and security of the assets involved in the execution of project, hazards, threats and vulnerabilities are countered.

- Competent and experienced workforce use to strength security system and arrangements.
- Project completion without sustaining loss of material, equipment, property, product, workforce.
- Workers' safety against threats and deterrents.
- Control of Entry/ Exit points to ensure the entry of unauthorized vehicles, person and public is prevented.
- Cost-effective relationship buildup with the organizational management, and regulatory bodies at all levels.
- To ensure that management and workforce has an uninterrupted and effective communication to detect, identify, and resolve the threats and rectify them.

4. Targets and Goals

- Achievement of 0 material, equipment, workforce, and product loss.
- Ensure worksite is fully barricaded and fencing is done.
- Training of all employees with respect to site safety and security induction programs.
- Entry and Exit record of all assets including workforce, vehicles, equipment, material, visitors, sub-contractors, regulatory body representatives.

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- Reporting of detected and identified threats, risks to improve the security system and arrangements.
- Maintenance of the damaged security assets that are involved in security system.

5. Roles and Responsibilities

5.1. CEO/MD/HoD

- Provide resources to the management to implement the Security System.
- Guidance, exchange of information and commands to perform the task.
- Approve the security system and implementation at all levels.
- Approving health, safety, environment, quality, and security policies.
- Approving internal auditing reports and plans.
- HoD is responsible to lead the team, share details with the CEO/MD and ensure all tasks are performed as per requirements.
- HoD will ensure security system and management is developed and implemented.

5.2. Project Manager

- Ensure site security plan is implemented with its derivative procedures, work methodologies to provide effective security coverage to the organizational assets and workforce.
- Project manager will communicate with the local regulatory bodies to fulfill the organizational and legal requirements.
- Ensure effective communication with the security manager, get feedback on daily basis, and compliance with the recommendation made by him, investigate the incidents reported by him or his team.
- Carryout regular review of the system with the team to correct the loopholes.
- Discuss the Security Problems with the HSE committee and ensure it is part of the HSE Meeting agenda.
- Arrangements of the resources and the trainings on regular basis for the security team.

5.3. Security Manager/ In-Charge

- Responsible to implement the security management and system on behalf of the management and project manager.
- Compliance with the security system and derivative procedures and programs.
- Reporting to the Project Manager and management on periodic basis.
- Monitor the effectiveness and implementation of the security management system.
- Liaison with local authorities and law enforcement agencies, site management, client's security heads, interested parties of the project etc.
- Arrange required trainings with the project manager to ensure everyone is aware of security requirements and competent.
- Report all kind of violations, security breaches, incidents to the higher management.
- Take part in the investigations launched by the management to investigate the incident.
- Following any incident or breach of security, changes in the local legislation, and any requirement change, suggest the remedial actions.

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5.4. HSE Manager

- Consultation and coordination with the security management to implement, review, and investigation of any incident.
- Conduct orientation/ awareness trainings on regular basis relevant to the site security.
- Advising the security management about any hazards and legal requirements to ensure full compliance.
- Report any irregularities and security breaches to the security manager and higher management.

5.5. Security Guards/ Supervisors

- Reporting to the security managers.
- Assisting security managers to priorities day-to-day activities and developing future strategies.
- Coordination with the site security team to ensure security coverage of all the field and assets.
- Help the Security Manager and higher management of the organization in arranging the trainings for the security personnel.
- Reporting any security irregularities and suggest improvements and controls.
- Ensure security management and system arrangements are implemented during the execution of the project activities.
- Ensure that all the equipment and assets of the security department are maintained & available.
- Maintain shift roster and control exit/entry activities.
- Ensure that the traffic management on the site and their entry/ exit is controlled.
- All the security staff should be uniformed neat and clean, & competent to perform the duty.
- All the field staff must attend the daily security meetings before start of the shift.
- Proper handling of the accessories and keep them in the functional state.
- All the staff members should be trained for emergency response. Respond to any emergency signal.
- Enforce and follow any specific security order issued by the security manager or management.
- Material and temporary worker entry passes are signed by the competent person specially when contractors/sub-contractors, daily wagers enter and exit the premises with tools, equipment, and material.
- Use communication sources to communicate with each other.
- Conduct premises patrolling and escort the vehicles/ visitors when on site. Explain all security rules to the visitors. Search all the vehicles when entering and exiting the premises.
- Once workers have left the area, patrol the area and close all the gates.
- Communicate with the next-coming shift workforce to ensure good handover of the premises.

5.6. Employees

- Adherence with all the safety programs, procedures and instructions is mandatory.
- Carry ID/ Organization card along when entering the area.
- Ensure every worker sign off when leaving the area.
- Report any security irregularity or breach of security system to higher management.
- Participate in any incident investigation.
- Cooperate with the security system and suggest improvements. `

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6. General Requirements

The [organization name] is bound by law to follow the local legislation and must fulfill the security law requirements. The organization will hire a regional specialized 3rd party approved security firm as a sub-contractor for internal security.

The hired security firm will;

- Work within the work premises;
- Review and update the security plan;
- Liaison with the local authorized and law enforcement agencies;
- Assess the hazards and corresponding risks, threats and vulnerabilities;
- Get Security Management Plan approved by the Organizational Management;

7. Security Management Plan

7.1. Attachment 1: QHSE Policy

7.2. Attachment 2: Security Policy

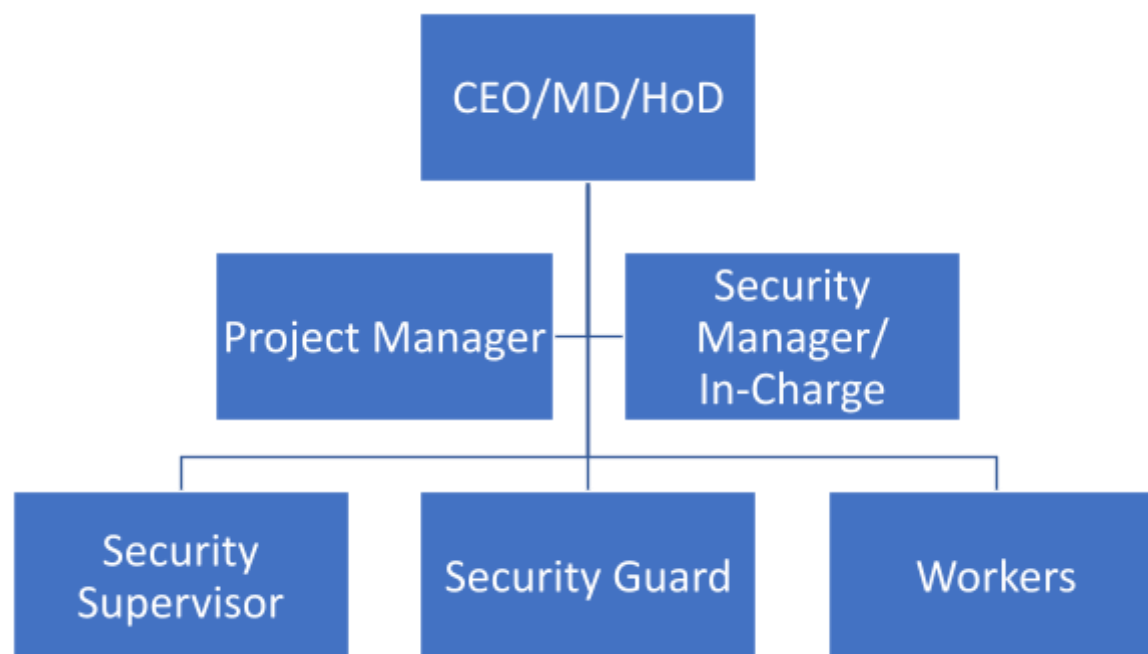
7.3. Attachment 3: Substance Policy

7.4. Attachment 4: Driving Policy

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7.5. Attachment 5: Organization Chart

Attach the organizational Organogram to show the relationship among the people working within an organization and flow of the information, instructions, and who is reporting to whom. If there are more than one gates and with different functions, the organogram can be modified accordingly.



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7.6. Attachment 6: Training Plan

A training plan should be prepared and delivered by the competent person. The training record should be maintained and it must be repeated on regular intervals to ensure that security staff has received training on regular basis. If there is any incident, change in the work method, security system and management, legislative changes, introduction of new equipment, assets, or workforce, training should be provided.

Logo	Security System Training Plan		Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYY Rev #: 00
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	Training Plan Ref #:		

Training	Instructor	Security Manager	Security Supervisor	Security Guard	Workers	Contractors	Daily Wagers
Security Induction							
Security System							
Emergency Response							
Security Hazard Identification & Risk Reduction							
Incident Reporting							
Training Drills							
Journey Management							
On-site Traffic Management							
Specific Trainings							

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Date: _____

Stamp: _____

7.7. Attachment 7: Security System Inspection and Audit Plan

An inspection and audit plan are essential part of maintain any system effective. The organization must develop and implement a systematic inspection of the asset's inspection and regular audit by a competent person.

Logo	Security System Inspection and Audit Plan												Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
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	Inspection & Audit Plan												

S/ #	Inspection/ Audit Type	Inspection Year												Status	Inspector's Signatures
		Mo nth 1	Mo nth 2	Mo nth 3	Mo nth 4	Mo nth 5	Mo nth 6	Mo nth 7	Mo nth 8	Mo nth 9	Mo nth 10	Mo nth 11	Mo nth 12		
1															
2															
3															
4															
5															

Date: _____

Stamp: _____

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8. Security Procedure & Standard

8.1. General Requirements

The organization will provide the resources to implement the security system and management at the worksite. The contractors, sub-contractors, workers, and daily wagers are bound to abide the guidelines given by the client.

- Anyone who is entering/ exiting the worksite must inform the security guards/supervisor.
- Any security breach or hazard should be reported as soon as possible.
- All the areas will be guarded by the security guards.
- All the workers will be screened medically for intended job.
- All assets will be marked and numbered for easy identification.

8.2. Work Rotation/ Shift Timing

- Security manager/ in-charge will be responsible to sign and get approval of the Guard Duty Schedule.
- Shifting duration will be as per local legislation/ worker's law.
- Guards will follow one shift system when the work is to be performed during the day time.
- Guards will follow two shift system when the work is to be performed during the night time.
- Night duty will be performed once the permission is given by the top management. Night duty timing will be as per legislation/ worker's law.
- Worksite will be guarded 24/7 to ensure the cost-effective safety and security.

8.3. Guards Presence Onsite

- **Head Security Office** will be part of the **Project Office** area, under the command of the **Security Manager**.
- Onsite **Main Office** will be established and Security Supervisor will be responsible person.
- At every **Entry/Exit** gate and **Work Area**, security's sub-office will be established to ensure effective site control.
- The onsite main office and sub-offices will be functional 24/7 manned by the security supervisor and security guards respectively.

8.4. Security Equipment & Gadgets

- Security Manager/ In-charge, Security Supervisors & Security Guards will wear the reflective jackets.
- Communication system e.g., wireless, Loudspeaker, Whistles, will be used.
- Emergency alarm system will be used. Security manager will ensure alarm is audible in every area of worksite.
- Traffic signal batons will be used to guide the vehicles on-site.
- All the areas, entry and exit points will be under the CCTV monitoring.
- Workers will wear the ID badges to identification.
- Entry and exit details of workers, and visitors will be maintained and submitted to the head office.
- Emergency procedure for security shall be available for 24/7.

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- All of the above-mentioned equipment shall be maintained at all times and any damaged equipment shall be discarded and removed from the site. Security manager will provide the replacement.
- Instructions and guidance will be given by the security manager.
- After the end of the job, the guards will lock the entry and exit points.

8.5. Security Records

Head Security Office under the command of Security Manager/ In-charge, will maintain the security records. These records include the followings one listed below;

- Security Incidents record
- Visitor Roster
- ID Cards issued to new workers, contractors, and sub-contractors
- Entry and Exit record of vehicles
- Material and tools
- Patrolling Roster
- Shift Change Roster
- Law Enforcement Agencies contact details
- Record of changes done in;
 - o Security arrangements
 - o Local legislation
 - o Client/ Owner Requirements
 - o Changes in security system and management
 - o Changes in the security teams
 - o Specific changes and arrangements made on short term basis

8.6. Vehicle, Equipment Gate Pass & Worker's ID Cards Control

8.6.1. Vehicle and Equipment Gate Pass

- Contractor and sub-contractors have to submit the details of their vehicles, and apply for Gate Pass/ Permit.
- Each vehicle will be issued a gate pass with details of driver, vehicle, and equipment mentioned on it.
- Vehicles which applied for permanent ID will be given ID # within 24 hours of application submission.
- The vehicles used for the transportation of workers from site to accommodation and vice versa will be given a permanent ID. They are not liable to get gate pass every time. Their entry and exit timing shall be recorded.
- Vehicles database which has permanent ID will be updated upon any change. E.g., vehicle change, vehicle sold out, vehicle discarded.
- Once the vehicle has off-loaded the material, it will have to exit and upon exit gate pass shall be returned back to the security guard for record.

8.6.2. Workers ID Cards/Badges Control

- Every worker is to be issued an ID number by the security Manager that will be based on the employee number issued by HR.

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- Worker is bound to wear the badge when entering and exiting the site. Before entry and exit, badge has to be presented to the security guard.
- Workers are bound to wear these badges throughout their shift, and present upon request during inspection or audit.
- When an employee has been fired or employee resigns, the badge shall be returned back to Security Manager.
- When an employee is shifted from one activity to another, new badge should be issued immediately.
- All personnel who lost their badges must inform the Security Manager to get new one. New ID number shall be given and previous one shall be cancelled. Security record shall be updated immediately.
- Security Card must bear the following information;
 - o Worker Name
 - o Designation
 - o ID Number
 - o Company Name
 - o Company Employed/Contractor/Sub-Contractor
 - o Contact Number

8.7. Entrance Control

Contractor shall establish a specific entry and exit points/gates for the personnel entry, vehicle entry as well as shall be manned by the security guards, CCTV cameras 24/7 including holidays.

8.7.1. Personnel Access

- Entry and Exit gates will be designated and identified.
- Workers, visitors, contractors and sub-contractors will enter the worksite through the designated gates/entrance points. Only ID badge wearing workers will enter the worksite.
- Workers with invalid or without card shall be denied access.

8.7.2. Control Vehicle Entry and Movement Onsite

- Vehicle entry onsite will be controlled by the "Permitted Entry" after full inspection of the vehicle and documents.
- Visitors' vehicles will be guided by the security guards and parked at the designated area.
- Sub-contractors will follow the Security Plan. If their activity involves the onsite vehicle movement, they have to submit their transport plan. Security Manager will review the plan and approval will be given. The Sub-contractor plan must include following items;
 - o Worker's transportation onsite
 - o Material supplies onsite
 - o Types of vehicles and frequency of trips
 - o Routes adopted for the transportation
 - o Contingency measures to minimize the effects on other workers.
- The sub-contractor and contractors must ensure their data of the vehicles that is employed by them for activity is up-to-date and if change takes place, they inform the security manager.
- Worker's breaching any regulations, the permit/ approval shall be revoked/ terminated.

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- Drivers must hold valid national driving license, and onsite driving permit issued by the security manager.
- Driver's must abide the regulations and follow the instructions given by the security personnel.
- Onsite vehicle reversing should be done by using the Helper/ Banksman. Reverse alarm and flashing lights should be in functional conditions.
- Onsite vehicles should follow the one-way route methodology.
- Vehicles entering the worksite can be subject to security check. Security staff shall check the vehicle, sub-contractors and contractors shall abide by the regulations. Vehicle shall be searched at a specific location to ensure rest of the traffic doesn't get affected.
- Non-compliance can lead to suspension of the traffic permit. contractors and sub-contractors must ensure their workforce understand the regulations.

8.7.3. Visitors

- Visiting personnel and their vehicles as well as driver's must follow regulations.
- Visitor host shall inform the security team about the visit date, time, and person name in advance in written form before their arrival either through memo or email.
- Visitor shall provide the following information upon arrival at the entrance point;
 - o Full Name
 - o Organization Name
 - o Contact Number
 - o Host Name
- The visitor shall sign the ledger at the time of entrance and get a temporary entrance pass.
- The host or security guard will lead the visitor to the meeting room. Without it, host will stay at the waiting area.
- The host will assume the full responsibility of the visitor, arrange for their onsite transport, and ensure they are escorted by the organizational personnel.
- Visitors will park their vehicles at the designated parking area. Revers parking rule shall be followed.
- Upon exit, the visitor shall surrender the entrance pass and sign the ledger at with exit time.
- Onsite travel, visitors shall use organization's transport. They can't drive onsite under no circumstances.
- Visitors shall surrender their video or other recording items at the entrance gate. These can be permitted only if the HSE Manager or higher management permits.
- Visitors are not allowed to carry their firearms, any drugs onsite during their visit.
- If visitor carries any costly equipment e.g., laptop, storage device, equipment must register it with security team on gate.

8.7.4. Substance and Drugs

- Employees, contractors, sub-contractors, daily wagers, security personnel, visitors or anyone else shall not be allowed to carry or use any drug or substance onsite.
- Workers onsite can be subject to substance search and medical checkup at any time without notice.
- Anyone found with drugs or substances at the worksite can be suspended and fired at any time without notice.

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- Drugs prescribed by the doctor for medical purpose can be used but Security Manager should be informed about it and written permission shall be obtained.
- Any refusal to the medical or alcohol test is a violation of the Substance Abuse Policy and are subject to suspension or termination.

8.8. Communication System

- Appropriate communication devices should be provided to all of the security people for communication.
- **Intrinsically Safe** communication devices should be when use near flammable material or in explosive environment is intended.
- Security team should be trained to use these equipment and devices. These devices can be PAS, Wireless, Email Service, etc.
- Arrangements should be made to secure these devices when not in use. they should be locked in a safe place.
- All of the devices should be in good condition, maintained and discarded if get damaged.
- All of the devices should be provided with the suitable charging arrangements near the operating spot to ensure the communication process doesn't collapse.
- Battery-powered equipment and devices should be provided with substitute battery to use if one battery comes to end.
- Emergency situations can be communicated using the PAS/ Loudspeaker.
- When shift is handed over, the record should be shared to ensure new team knows the status of active devices and those which have been shut down.

8.9. Area Patrolling

- Guard shall patrol the areas where CCTV coverage is not available. They will observe the following;
 - o Along fence lines where people can enter the area by cutting it.
 - o Behind structures and buildings where CCTV can't record.
 - o Areas where windows and doors are not installed, broken, or missing.
 - o Areas that are at risk of fire due to stored materials.
 - o Leakage of any stored liquid, water, gas, or other substances.
 - o Check if any tool or equipment has been left energized/ plugged in.
 - o Check if any door has been left open or not locked properly.
 - o Check if lights have been left switched on.
 - o Check if someone is seen onsite despite shift has been ended.
- Other precautions shall be taken as listed below;
 - o Patrolling shall be done by security guards in a group.
 - o Patrolling method, e.g., start timing – rounds frequency – route should be different from each other.
 - o Vulnerable areas e.g., fence, flammable storage material area should be adequately patrolled.
 - o Patrolling results shall be recorded and it should be submitted to the Security Manager on regular basis.
- If any fence section has to be removed for any activity, approval must be obtained by the owner.

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8.10. Emergency Situations

Onsite multiple emergencies can take place simultaneously. For example, spillage of the flammable liquid that flew towards hot work being done nearby and sparks ignited fire. Emergency Response Plan and Procedure shall be used for guidance. Some possible emergency situations are listed below;

- Fire and Explosion
- Theft and robbery
- Onsite violence
- Onsite accident

These emergencies shall be countered through the suitable arrangements developed and implemented on all levels. The contact details of the emergency services should be available, mentioned at visible and suitable location.

If any worker shall see any incident or wrong thing being performed, he'll inform the security staff and alert others.

8.10.1. Fire

Flammable liquids and substances are stored and used on the worksite. The containers and storage vessels can be damaged and leakage can take place that can lead to fire and explosion.

- If a worker or security guard discovers a fire, he/she shall raise the fire alarm.
- If any container is seen damaged, leaking, nearby supervisor should be alerted.
- If possible, without any risk to own life, the nearby fire extinguisher can be used to put out the fire.
- If the fire is uncontrollable, evacuate the area and let the fireteam fight the fire.
- Emergency contact numbers should be used to alert the emergency services.

8.10.2. Thefts and robberies

- Openly stored materials or those which are beyond the range of CCTV can be stolen.
- Guards or workers who detect thieves alert the others.
- If something is missing, should be reported to the Security Manager.

8.10.3. Onsite Violence

Workers can have disagreement or brawl onsite and it can lead to onsite violence.

- Immediately inform the security manager and security supervisor for backup.
- If someone tries to enter the site, local emergency services and police should be informed.
- Incident should be reported to security manager and investigation shall be launched.

8.10.4. Accident

- Accident spotted by anyone either worker or security personnel should be reported to security manager immediately.
- All operations nearby shall be stopped and check for casualties immediately.
- Inform the first aid team if there is anyone injured, medical treatment shall be provided and shift to hospital for proper treatment.
- Incident scene shall be secured immediately and any unauthorized entry shall be prevented.
- Incident Investigation Procedure shall be consulted for further guidance.

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8.11. Relevant Documents

- Training Attendance Form – *format provided*
- Incident Investigation Form – *organizational form*
- Work Site Layout – *organizational document*
- Work Locations Layout – *organizational document*
- Onsite Traffic Routes Layout – *organizational document*
- Vehicles Gate Entry & Exit Register – *format provided*
- Employees Gate Entry & Exit Register – *format provided*
- Visitor Gate Entry & Exit Register – *format provided*
- Communication Devices Status Sheet – *format provided*
- Security Personnel Shift and Patrolling Log Register – *format provided*

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8.11.1. Training Attendance Form

Training				
Trainer				
Location				
Date			Time	
S/#	Name	Designation	Department	Signatures
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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8.11.2. Vehicle Gate Entry & Exit Register

Vehicle Gate Entry and Exit Register			
Gate ID		Date	
Security Supervisor			

S/#	Vehicle ID	Type	Owned By		Driver Name	Entry & Exit Details	
			Org.	Pvt		Entry Time	Exit Time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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8.11.3. Employees Gate Entry & Exit Register

Employees Gate Entry and Exit Register							
Gate ID					Date		
Security Supervisor							
S/#	Employee Name	Employee ID	Employed By			Entry & Exit Details	
			Org.	Contractor	Sub-contr actor	Entry Time	Exit Time
1							
2							
3							
4							
5							
6							
7							
8							
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Logo	Security Management Plan	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE Plan	
	Organization Name	

8.11.4. Visitor Gate Entry & Exit Register

Visitor Gate Entry and Exit Register						
Gate ID				Date		
Security Supervisor						
S/#	Visitor Name	Visitor ID	Hosted By		Entry & Exit Details	
			Name	Department	Entry Time	Exit Time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Prepared By	Approved By

Logo	Security Management Plan	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE Plan	
	Organization Name	

8.11.5. Communication Devices Status Sheet

Communication Devices Status Sheet						
Gate ID				Date		
Security Supervisor						
S/#	Device Name	Device ID	Device Type	Occupied By	Status	Signatures
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Prepared By	Approved By
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Logo	Security Management Plan	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE Plan	
	Organization Name	

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8.11.6. Security Personnel Shift and Patrolling Log Register

Security Personnel Shift and Patrolling Log Register							
Patrolling Location				Date			
Security Supervisor							
S/#	Security Guard Name	Security Guard ID	Patrolling Area	Shift & Patrolling Start			
				Shift Start	Patrol Start	Patrol End	Shift End
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Logo	Security Management Plan	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE Plan	
	Organization Name	

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Prepared By	Approved By