

Terms of References

1. Purpose

To establish clear security protocols and ensure the safety of people, property, and assets.

2. Scope

Applicable to all security personnel assigned to guard duty at the premises.

3. Responsibilities

3.1 General Duties

Maintain a high level of alertness.

Ensure the safety and security of the premises.

Monitor and report any suspicious activity to the In-charge of that designated location/area.

Respond to alarms and emergencies.

3.2 Personal Conduct

Always be in full uniform and presentable.

Maintain discipline and professionalism.

Be polite but firm in enforcing security measures.

Avoid unnecessary conversations or distractions the surrounding staffs.

4. Operational Procedures

4.1 Access Control

Verify identity before allowing entry.

Restrict unauthorized personnel from entering restricted areas.

4.2 Patrolling

Conduct regular patrolling of vehicles and areas.

Check all entry/exit points, parking lots, and critical areas.

Report any broken locks, open doors/windows, or unusual activity.

4.3 Surveillance & Monitoring

Monitor CCTV cameras for suspicious activities.

Report and document any security incidents.

1. Qualification:

- **Education:** Candidates must have completed Grade 6 or higher/ must possess basic reading and writing skills.
- **Age:** Most positions require candidates to be at least 18-55 years old.
- **Background Check:** A clean criminal record is essential.
- **Experience:** Ex-Arm force/Dessup/Gyelsung

4.4 Incident & Emergency Response

Respond promptly to alarms or emergencies.

Follow evacuation protocols in case of fire or threats.

Assist emergency responders (police, fire, ambulance) as required.

Document incidents in the security logbook.

5. Reports

Report security breaches, hazards, or maintenance issues.

Submit daily reports on security guards' strength, security activities and incidents.

6. Training & Compliance

Attend security briefing and training conducted/arrange by security heads and In-charges.

Follow company and legal guidelines strictly.