

Policy No. 7 : Security Management System

1. Introduction and Objective

The purpose of this document is to lay down procedure for authorized entry and exit of personnel in the factory and premises. This standard operating procedure (SOP) elaborate general security system for the factory and premises.

2. Scope

Security system is an essential element of plant operation. This procedure is applicable to all the security persons and security in-charge working in all shifts at Affluent Cycle Industries Sdn. Bhd.

3. Responsibility

All security personnel working in all shifts shall be responsible for

- a. Checking entry and exit of company personnel, visitors, suppliers/vendors, service provider or contractors for factory related work or for administrative purposes.
- b. Checking all transportation vehicles, including passenger carrier or goods carrier for all types of incoming and outgoing goods and miscellaneous items with registered entry and through gate pass entry.
- c. Control of undue entry of domestic animals like cats/dogs.
- d. Monitoring of entire factory and premises for any hazard (viz. fire/flood) or incident (viz. accident/damage/loss of property/theft) or any undesirable situations.
- e. Surveillance of whole factory and premises including nearby area safeguarding fix and movable assets owned by company.
- f. Immediate possible aid and effective communication in case of emergency situations.

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4. References

ACI can establish own security system for safeguarding the factory and premise or can opt for security services on contractual based on the requirement and the expertise. ACI can provide the access control of monitoring system (viz., alarm system or telephone line) to security.

5. Procedure:

- a. There shall be sufficient persons available for security based on operation of the plant and premises.
- b. Each security person (either male or female) shall be qualified security person by authorized agency/company management.
- c. Each security person (either male or female) shall be physically fit/robust and shall be 'fit to perform his/her duties'.
- d. For both administration building gate and factory premise gate there shall be security person available 24 X 7 X 365 all the time.
- e. Security person at gate shall check and identify each and every person coming inside the factory premise and administration building and going outside for authorized entry and exit related for work only.
- f. Entry and exit of company personnel, visitors, suppliers/vendors, service provider or contractor persons for factory premise or for administrative building for work purpose shall be granted in official work timings only at daytime unless and otherwise informed by administration department.
- g. Each entry and exit of any person (company staff or external persons) shall be registered without fail at 24 X 7 X 365 all the time.
- h. Security person shall assist new incumbent/first time visitors to locate appropriate place in either factory premise or in administration building.

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- a. With beginning of day work, security staff shall provide keys for each department to the HOD of the department or his/her designee with key-out entry in register and vice versa with key-in entry in register at the end of official work timing.
- b. Security person shall check for each and every passenger vehicle and shall count the person at incoming/outgoing with registered entry.
- c. Another critical function of security staff is to check and register incoming and outgoing of Raw Material and Finished Product/Finished Goods through official gate pass only.
- d. For each incoming and outgoing entries of any miscellaneous items to either factory premise or administration building, there shall be official register gate pass entry by security staff.
- e. In addition, security person shall monitor factory premise and administration building by taking rounds at appropriate time as and when required.
- f. Internally factory shall be monitored by using CCTV camera for operational departments.
- g. Apart from this, security persons shall play key role in case of any undesirable incident of emergency like fire hazard or electricity interruption.
- h. Security person shall immediately inform any sort of discrepancy at any stage/time to his supervisor or security in-charge and shall establish effective communication with respective administrative persons as and when required.
- i. SHE Personnel shall provide training for the use of fire extinguisher/hydrant system, emergency exit, emergency alarm response, gathering at assembly points in critical situation and use of proper PPE (Personal Protective Equipment) on actual site of operation, if required along with compliance of the SOP.



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- j. HOD administration or his/her designee, shall act as a link between company and security staff to provide company instructions to supervisor or security In-charge/ his designee for well-functioning of security system. Administration Personnel shall inform all the valuable surveillance input to company management.

6. Records

All required record shall be maintained by security staff.

Approved by:

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