	<b>STANDARD OPERATIONS PROCEDURE</b>  <b>Security Management Procedure</b>	<b>SOP: 3.7/SM</b>
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

## 1.0 PRINCIPLE

This section outlines the general procedures for security management at Fornax Northeast. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures to ensure the security of the site is maintained.

## 2.0 SCOPE

This procedure covers the management of the security on-site.

## 3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Yard Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Director/TCM/Site Manager or other designated person to update and re-issue the amended procedure.

## 4.0 HEALTH AND SAFETY

All site operatives are to work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on-site.

## 5.0 PROCEDURE

### 5.1 Security Management

The site benefits from lockable security gates to the entrance and an exterior 2.4 metre secure perimeter Paladin fence. The interior boundary to the adjacent site is a 1.8m Palisade fence.

During operational hrs the site gates will be locked and only opened when called to do so by drivers using the intercom system. This action is visible on CCTV and recorded.


The site has a monitored CCTV system that is externally manned by site security 24hrs a day, 365 days per year in addition to a security PIR activation cameras and lighting across the site.

No unauthorised persons are allowed access to the site and a record is to be kept of all authorised visitors. All visitors to the site are required to report to the site office and sign the visitors' book.

Regular inspections of the site are to be carried out to ensure that all gates, fencing and infrastructure are in a safe and secure condition. The findings of the inspection shall be recorded weekly on SOP/Form 4.1 (Daily Site Inspection Sheet) and differences and defects shall be rectified promptly.

Fencing and gates are to be maintained and repaired to ensure their continued integrity. In the event that damage is sustained, repairs are to be made by the end of the working day. If this is not



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possible, suitable measures are to be taken to prevent any unauthorised access to the site and permanent repairs are to be made as soon as practicable.

Operational procedures will ensure continual monitoring and maintenance of the security provisions at the site.

## 6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The Director/TCM/Site Manager will be responsible for maintaining a distribution list for each paper copy issued. The Director/TCM/Yard Manager is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

## 7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

## 8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

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