PROCEDURE FOR SECURITY SERVICES

AUTHORIZATION: Procedures for Security Services are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	
DATE	23/08/2024
PROCESS OWNER: Senior Security Officer	
SIGNATURE:	
DATE:	28/08/2024

RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	SSO

DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records

SECTION A: QUALITY OBJECTIVE

OBJECTIVES	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KPI
To safeguard the property of the organization	Conduct patrols on daily basis	Budget Guards	Senior Security Officer	Continuous	Number of incidences reported
To protect the students, staff and customers	Carry out fire safety activities Conduct kennels training and immunizations protocols Manage CCTV surveillance Conduct investigation	Canines CCTV cameras Search mirrors Security Scanners Fire fighting equipment			Number of incidences reported

SECTION B: PROCEDURES

1. **PROCEDURE FOR PROTECTING PROPERTY AND PERSONS**

2. **PURPOSE**

   The purpose of this procedure is to ensure protection of College property and safety of persons within College premises.

3. **SCOPE**

   The procedures covers protection of all college property and safety of persons within the college premises.

4. **REFERENCES**

   KUC Quality Manual

   ISO 900:2015 Standard

   Security Working Instructions
   Security Contract
   Student Rules and Regulations

5 TERMS ABBREVIATIONS

   OB – Occurrence book

   ID – Identification

6 RESPONSIBILITIES

   The **Senior Security Officer** has the overall responsibility to ensure adequacy and implementation of this procedure

7 0 INPUT

Competent Security Personnel

CCTV coverage

Communication gadgets

Canines

Emergency contact details

8.0 Method

8.1 Safety within the premises

8.1.1 updated contact details of fire stations, ambulances, Police, hospitals, and college officers shall be made available to all college security officers.

8.1.2 All incidences shall be recorded in occurrence book.

8.1.3 The incidences shall be assessed for appropriate action.

8.1.4 CCTV cameras shall be used to monitor activities within college administration block

8.2 Gate Control

8.2.1 All visitors particulars shall be recorded and gate pass issued.

8.2.2 All visitor's identification surrendered at the gate shall be considered a customer property and shall be recorded in the gate pass book.,

8.2.3 Visitors pass shall be surrendered to the security at the gate after signed by the staff visited.

8.2.4 Students shall display their ID cards and Access cards upon entry.

8.2.5 Staff shall display the ID's while entering and in the premises.

8.2.6 Students and staff shall record personal property in the property movement book.

8.2.7 Staff and students shall check out the properties by signing out at the security gate

8.3 KUC Vehicle Checks and Control

8.3.1 The security guard shall confirm that the work ticket is duly
Signed by the authorized officer(s).

8.3.2 All vehicles leaving the premises shall be checked by the security guards.

8.3.3 All vehicles entering the premises shall be checked by the security guards.

8.4 **Goods Delivery Control**

8.4.1 All suppliers shall identify themselves at the gate.

8.4.2 All goods received at the stores shall be verified by security officers.

9.0 OUTPUTS

9.1 Delivery of Goods

9.2 Safe environment

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10.0 RECORDS

Occurrence book.

KUC property book

Students' property book.

Vehicle check list

Staff property book.

Students' laptop book.

Staff laptop book

Student visitors

Security stores control book.

Students cases movement register

Vehicle check list

Staff attendance register

1.0 PROCEDURE FOR FIRE SAFETY MANAGEMENT

2.0 PURPOSE

To provide guidelines on fire safety management.

3.0 SCOPE

This procedure covers fire safety management

4.0 REFERENCES

4.1 KUC quality manual.

4.2 ISO 9001-2015.

4.6 HR work standard procedures.

4.7 Security working instructions.

6.0 RESPONSIBILITY

Senior Security Officer

7.0 INPUT

Firefighting equipment

Trained personnel

8.0 METHOD

8.1 Fire safety

8.1.1 Senior Security Officer shall coordinate all activities on fire safety within

college premises

8.1.1 All fire equipment shall be serviced as per specific maintenance schedules

8.1.2 Fire extinguishers shall be stationed at strategic areas within the premises as per   category and potential fire risk type.

8.1.3 All contact necessary details for fire stations services shall be maintained at
    all   times.

8.1.4 Fire Risk assessment of all college premises shall be carried out annually

8.1.5 Potential fire ignition points shall be identified and monitored.

8.1.6 Fire escape routes shall be identified and labeled "FIRE EXIT"

8.1.7 Fire assembly point shall be identified with a sign "Fire Assembly Point"

8.2 Evacuation

8.2.1   All relevant parties shall be notified of the fire breakout using all available
    means possible.

8.2.2 Fire Fighting service shall be contacted

8.2.3 All Electricity Mains shall be put off

8.1.4 Fire marshals shall mobilize persons to evacuate to fire assembly points

8.1.5 A roll-call shall be conducted for all persons within the premises

8.1.6 Senior Security Officer shall record fire incident in the occurrence book.

8.1.7 Senior Security Officer shall prepare fire incident report and submit to the Principal/CEO within 24 hours.

9.0   OUTPUT

Serviced Fire equipment

Fire incident Report

10.0 RECORDS

10.1 The OB,(occurrence book).

10.2 The HR work standard procedures.