

EH SE01 Premises Security Procedure

Change History

Revision Number	Description of Change	Date
0	First issue.	08/07/2021

Written by:


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Date: 08/07/2021

Reviewed by:


Elaine Ellul Desira, Manager – Management Systems

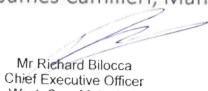
Date: 08/07/2021

Reviewed by:


Jeremy-James Camilleri, Manager – CEO Office

Date: 04/08/2021

Approved by:


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Chief Executive Officer
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Richard Bilocca, Chief Executive Officer

Date: 05/08/2021

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1 PURPOSE

This procedure sets the standard for premises security at ECOHIVE Complex.

2 SCOPE

This procedure is applicable for the ECOHIVE Complex.

3 REFERENCE DOCUMENTS

- CD032 Security Breach Log
- CD303 Security Breach Action Plan
- CD342a ECOHIVE Security Patrol Checkpoints
- WS029 Visitors Attendance Log
- WS219 Security Breach Form
- Guardroom Handover Book
- Visitor Tag

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

- Security - Shift Supervisor
- Security Officer
- Weighbridge Officer

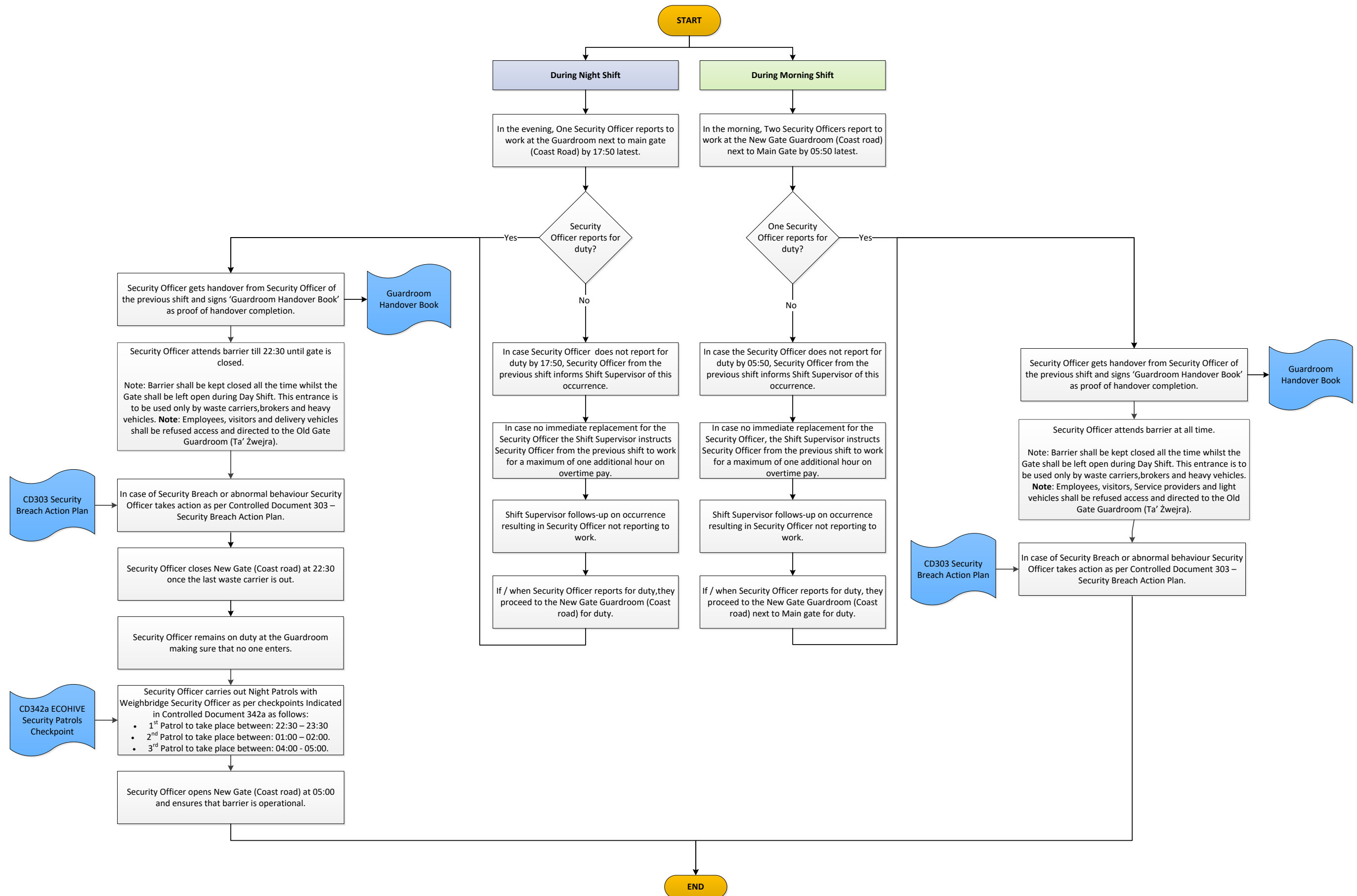
5 METHOD

The attached flow charts offer further guidance to the premises security procedure.

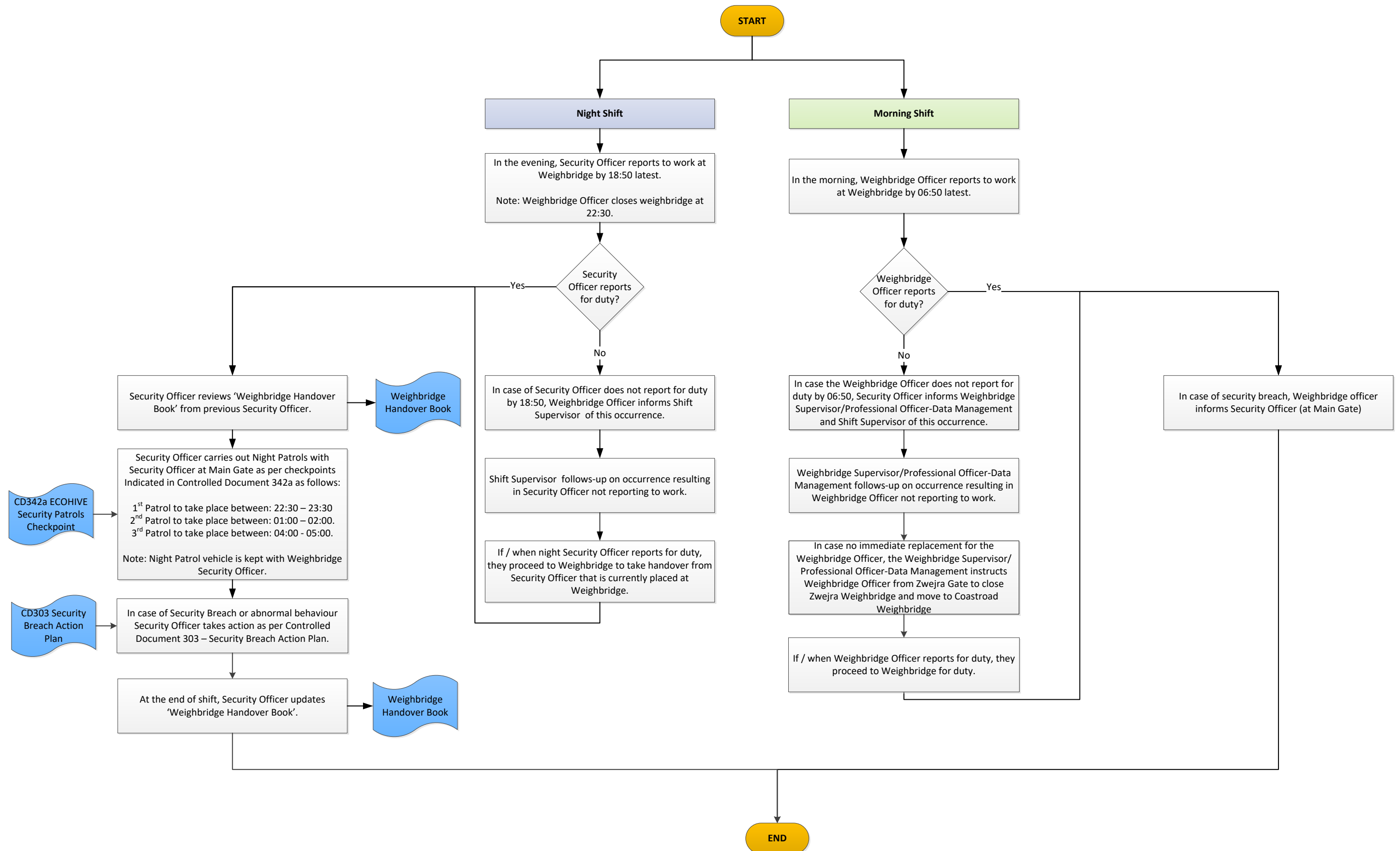
6 RECORDS

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
CD032 Security Breach Log	Security - Shift Supervisor	Supervisor Guardroom AD Plant	six months hard copies one year soft copies
WS029 Visitors Attendance Log			
WS219 Security Breach Form			
Guardroom Handover Book			

ECOHIVE Main Gate



Weighbridge (Main Gate)



Ta' Żweġra Guardroom

