

RECOMMENDED ORIENTATION / INDUCTION CHECKLIST FOR NEW SECURITY OFFICERS

Deployment Site:

Officer Name:

Licence No:

S/N	Recommended Briefing Topics To Cover	Briefing / Training		Security Officer	
		Date	Conducted By	Signature	Date
1	PSIA code of conduct regulations 2009				
2	Orientation to physical layout of site				
3	Entrance and fire exits / clocking points				
4	Key persons whom the security officer needs to know				
5	usage of security equipment at site				
6	Important tel nos which the SO needs to know				
7	List of SOPs				
8	Nature of business / activity in the premises				
9	Key workflow (access control check, issue of passes/keys, activation of alarm)				
10	Types of liquidated damages & any specific instructions by clients				

Date: Oct 09