

JOB DESIGNATION: Mobile Patrol Driver & (DS)	COMPILED BY: Dave Pattinson
COMPANY: Tactical Security Options Ltd	AUTHORISED BY: Dave Pattinson
TASK	OUTCOME
Report for duty 15 minutes before shift begins	<ul style="list-style-type: none"> <li>• Contact POC to verify that you have reported for shift</li> <li>• Ensure that you have the correct PPE</li> <li>• Confirm with control there are no changes to route</li> <li>• Ensure you have an up to date running sheet</li> <li>• Check all keys are accounted for &amp; sign for key safe</li> <li>• Ensure mobile phone has charge &amp; sign for it</li> <li>• Check serviceability of vehicle</li> <li>• Log on to Patrol App</li> <li>• Read any hand over take over notes or instructions</li> </ul>
Conducting site patrols	<ul style="list-style-type: none"> <li>• Ensure that all perimeter fencing, offices, cabins etc are secure / locked</li> <li>• Ensure that all security lights / perimeter lights are working</li> <li>• Ensure that the entire site as designated is patrolled 3 – 4 times or as per Ais or other instructions throughout your shift</li> <li>• Take designated staff to site and collection from site as directed</li> </ul>
Completing the event Log Book	<ul style="list-style-type: none"> <li>• Ensure that the event log book is completed accurately and complete             <ul style="list-style-type: none"> <li>o Date</li> <li>o Time</li> <li>o Shift</li> <li>o Relieved</li> <li>o Signature that site rules &amp; Safety regulations have been read</li> </ul> </li> <li>• Ensure that when accepting the site that all keys, equipment plant, tools are noted in the event log.</li> <li>• Ensure that all site patrols are comprehensively recorded in the event log.             <ul style="list-style-type: none"> <li>o What has been checked i.e. main gate, offices, fence etc.</li> <li>o What time the patrol commenced and ended</li> <li>o Where there any problems</li> </ul> </li> <li>• Ensure that handover to the next shift is accurate             <ul style="list-style-type: none"> <li>o Keys, plant, equipment, tools</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Guard room in a clean state</li> <li>o State the name of the guard who relieved you and what time they arrived.</li> <li>o Report all occurrences on the appropriate logs, reports and apps</li> <li>o</li> </ul>
--	--

TASK	OUTCOME
Adhering to Site safety procedures, risk analysis and method statement	<ul style="list-style-type: none"> <li>● Ensure that the risk analysis and method statement are read and understood.</li> <li>● Ensure that the specified PPE is worn at all times <ul style="list-style-type: none"> <li>o Steel Toe capped boots were required</li> <li>o Hi-Viz waistcoat or jacket</li> <li>o Hard Hat were required</li> </ul> </li> <li>● Ensure that the mobile phone is fully charged</li> <li>● Ensure that the torch batteries have life (charge)</li> <li>● Ensure that all incidents are reported to POC controller <ul style="list-style-type: none"> <li>o Unauthorised access</li> <li>o Cut / damaged/ broken fencing</li> <li>o Anything that can be considered a risk, threat or hazard.</li> </ul> </li> <li>● Note all issues / hazards / unauthorised entry / damages / breakages in the event log with as much detail as possible.</li> <li>● Ensure that if in a caravan, no tampering, fixing etc on any gas equipment fitted. Report all problems to POC by appropriate reporting methods</li> <li>● Ensure that all HS regulations pertaining to the site are displayed and first aid box complete. <ul style="list-style-type: none"> <li>o Fire / evacuation procedure</li> <li>o Emergency contact numbers</li> <li>o Fire extinguisher</li> </ul> </li> </ul> <p>Do not smoke inside the vehicle, or out of the window.  Keep the vehicle clean at ALL TIMES  Don't leave any rubbish or personal items in the vehicle</p>

	<p>Do not speed for ANY reason          Park legally at all times          All fines will be taken from your salary          The vehicle is tracked at all times</p>
Communicate with POC	<ul style="list-style-type: none"> <li>• Any uncertainty / issue / problem / incident must be communicated to the POC</li> </ul>
Removal of Plant, equipment, Tools / items off site	<ul style="list-style-type: none"> <li>• Ensure that the Shift Security Manager or his designated authorities are always informed of any intrusions on site at the earliest possible time.</li> <li>• Ensure that site manager / agent puts in writing / notes in the event log any person / plant coming on or going off site within your shift.</li> <li>• <b>UNDER NO CIRCUMSTANCES MAY ANY PERSON COME ON SITE TO REMOVE EQUIPMENT OR PLANT WITHOUT THE AUTHORISATION OF LINGWOOD CONTROLLER OR MANAGER.</b></li> <li>• <b>UNDER NO CIRCUMSTANCES ALLOW ANYONE ON SITE WITHOUT AUTHORITY FROM TSO POC OR MANAGER.</b></li> <li>• <b>DO NOT OPEN ANY GATE OR ALLOW ACSESS TO ANYONE AFTER HOURS WITHOUT AUTHORISATION FROM TSO POC OR MANAGER.</b></li> </ul>
Signed	Dated:
Signed:	Dated: