

PARTICIPATION FEES

Members: RM 990.00 per participant
Non-Members: RM 1,113 per participant
(Fee inclusive 6% GST)

WHO SHOULD ATTEND

Security officers, Security supervisors and HR or non security personnel in charge of security function Security Supervisors, Executives and Managers.

REGISTRATION

Registration is on a **first-come-first-served** basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees.** If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

For further enquiries kindly contact:

Lina : akmalina@fmm.org.my

Liza : aliza@fmm.org.my

Tel: 06-6031627/16/26

Closing Date
22 March, 2016



SECURITY STANDARD OPERATING PROCEDURES

HRDF
Claimable

Date : 27-28 March, 2017

Time : 9.00 am - 5.00pm

Venue : Palm Seremban Hotel

INTRODUCTION

This program is aimed at developing necessary writing skills for security supervisors, executives and managers in the production of standard operating



procedures for security management in their organizations. It involves the philosophy and the underlying principles in developing an SOP for security operations management and its relevancy in aligning with the security policy of the organization.

Objective

At the end of the programme, participants will be able to:

- ◆ Identify what is a Standard Operating Procedure (SOP)
- ◆ Recognize the importance of SOP for Security operations
- ◆ Learn the necessary writing skills and techniques in producing an SOP

- ◆ Appreciate how the SOP is linked to the organizations security policy
- ◆ Interpret how the security SOP supports the organization in its daily business operations
- ◆ Determine the effectiveness of the SOP in maintaining a stable and secure environment.

Course Content

Security Philosophy and Principles
Security Policy
Security Processes
Standard Operating Procedures - context
Writing Techniques and Rules for SOP
SOP Contents
Access control procedures
Patrolling and clocking procedures
Search and inspection procedures
Receiving and shipping security procedures
Key control procedures
Property removal procedures
Emergency response procedures

METHODOLOGY

The delivery/learning approach is based on the adult learning principles with lectures, case studies, group discussion and activities.

Trainer

MAJOR K.SUPPRAAMANEAM, MBA, B.Sc. (Sec Mgmt), is a retired military officer with rank of Major. He has served the Royal Malaysian Air Force for 27 years as an Air Defence Controller dealing with the National Airspace Security Management. Whilst in the military, he has attended various training programs both local and overseas in administrative, management, core specialization, military warfare and training skills. Notably, he has attended Instructor Training program at the United States Naval Air Station at San Diego, California. In addition, he has attended basic aviation safety and fire training seminars and programs. He has obtained vast managerial and administrative experience in the military as an officer through the assumption of incremental responsibilities which commensurate with the rank. Besides assuming teaching assignments at various intervals, he has also held various command and leadership positions during the entire tour of his career. Has conducted multi-discipline (management, security, safety and fire) training programs/seminars while serving the Air Force and Commercial organizations. Adding to the above, professionally he has equipped himself with a Masters in Business Administration and Bachelor of Science in Security Management. He is also an endorsed security trainer from the Ministry of Home Affairs for the private security industry. Since retiring from the military in 1997, he has engaged himself with the private security industry in managing security operations, conduct various security training programs and soft skill management programs (endorsed by HRDF, Ministry of Human Resources), conduct security investigations and risk assessment activities.

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

Payment : Enclosed cheque/Bank Draft no . _____ for RM _____ being payment for _____ participant (s) made in favour of "FMM Institute"

Submitted by :

Please tick /

FMM Member

NON- Member

Company Stamp

Name : _____ Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ Email : _____