SECURITY SERVICE QUALITY PLAN

Origination Date: (month year)

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<th>Document Identifier</th>
<th>Quality Plan for Guard Services</th>
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Abstract:
This document describes the quality plan for guard services at (your location).
## REVISION LOG

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## DOCUMENT CHANGE RECORD

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1.0 SCOPE
The Company will provide all management, supervision, manpower, equipment, supplies, monthly progress reports, and planning, scheduling and coordination required to assure effective performance of guard services at the (your location).

2.0 THEORY
The Company is responsible for the day-to-day inspection and monitoring of work performed to ensure compliance with contract requirements. The results of all quality control inspections will be documented on inspection checklists provided by the contract and will be available to the Customer during the term of the contract.

3.0 REFERENCES
Certificate of Medical Examination
Certification of Firearms Training
Guard Post Assignment Records (Separate Files)
Incident Form
Practical Pistol Course (PPC)
Productive and Supervisory Post Hours and Locations
Quality Control Inspections
Radio Equipment & Vehicle Requirements
Report of Training Completion
Training Schedule and Plan
Training Subjects
Work Schedule

4.0 EQUIPMENT
Automatic External Defibrillator (AED)
Cellular Phones
Firearms and Cleaning Supplies
Flashlights using 4 D-size Cells and Bulbs
Handcuffs
Locking Cabinets
Walkie-Talkie Radios

5.0 MATERIALS
Inclement Weather Clothing (raincoat, cap covers, overcoats)
Jackets
Notebooks
Pencils
Pens
Raincoats
Uniforms

The Company will not permit the use of any unauthorized supplemental or personal equipment such as

6.0 PERSONNEL
The Company will assign a Project Manager to be present on-site a minimum of forty (40) hours per week. Their duties will not be performed by a uniformed security officer (SO) performing productive or supervisory man-hours. The Project Manager will be responsible for

The Company will employ the following supervisory personnel for the project:

The on-site supervisors will not perform the duties of supervisor and security officer except

The Company will ensure that employees:
(1)
(2)
(3)
(4)
6.1 Management Responsibilities
The Company will be responsible for the following operating conditions:

a.

b.

c.

d.

e.

f.

7.0 OPERATING PROCEDURES

7.1 Duty Book
The SO's Duty Book will contain complete duty instructions for all posts involved as well as

All contents and their revisions are subject to

The Duty Book will be maintained at the central control point. A separate loose-leaf binder will be

maintained at each additional fixed post and will contain

All incidents occurring at the work site will

7.2 Customer Property
All property furnished by the Customer will remain the property of the Customer. Upon termination of the contract, the Company will render an accounting of all such property that has come into its possession. Any property furnished by the Customer that is lost or damaged resulting from improper use or negligence by
employees will be repaired or replaced at the expense of the Company. Customer property (to include telephones) will be used for
The Company will not undertake the repair of Customer furnished property and will notify the Customer when such equipment is malfunctioning.

7.3 Company Furnished Items
Communications equipment, firearms and cleaning equipment, holsters, handcuffs, bullet-proof vests, delivery and moving services, uniforms, badges, nameplates, etc, will

7.4 Personnel Qualifications
To be eligible to perform work under this contract, each employee must
All employees shall meet the following personnel and security requirements.
a.
b.
c.
d.
e.
f.
g.

7.5 Quality Control
The Company’s quality program includes:
a.
7.6 Special Events and Incident Response Planning

Security Officer Services will be provided for special events. Expenses for special events will...

The Company will be responsible for planning responses to potential situations and for adding additional staff as the situation warrants, such as:

a.  
b.  
c.  
d.  
e.  
f.  

7.7 Additional Effort

The Company takes responsibility for the following functions as they relate to the work site:

a.  
b.  

c.  
d.  

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c. All requirements for additional effort that exceed $2,500 will be submitted to the Customer as a contract modification. The contract modification will describe...