

	<h1 style="text-align: center;">Materials Management and Security Agency</h1> <h2 style="text-align: center;">Service Level Agreement</h2>		<b>Document Number:</b>  SLA-SS-08.03
	<b>Department:</b> Materials Management	<b>Effective Date:</b> June 19, 2017	<b>Revision No</b> 0

### Agreements:

1. Provide competent and reliable guards 24x7 to secure identified F2 facilities -respectful, alert, active, vigilant, and physically fit.
2. Must have license of fire arm to carry, flash light, whistle and in proper uniform at all times while on duty
3. Must prepare incident reports on any untoward incidents that happened during their shift and submit to MMD within 24 hrs
4. Must secure keys of all parked vehicle in F2 premises and properly logged in/out
5. Must issue visitor's pass and ID to all non- F2 employees entering the premises, logged in/out in the Visitors logbook
6. Must conduct roving activity in F2 premises hourly after 9pm. During day time, OIC shall do the roving activity.
7. Manage available parking for trucks, vehicles of employees and visitors.
8. Logged in/out of trucks and personnel in motorpool and parking area 24x7 using logbook and Fleet's Daily Monitoring of Equipment
9. OIC to submit a daily shift report to MMD at 0800 hrs
10. During threat - fire, earthquake, terrorism, bomb threat, forced entry, Guard to trigger alarm to alert all personnel to evacuate in orderly and calmly manner.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1 style="text-align: center;">Materials Management and Security Agency</h1> <h2 style="text-align: center;">Service Level Agreement</h2>		<b>Document Number:</b>  SLA-SS-08.03
	<b>Department:</b> Materials Management	<b>Effective Date:</b> June 19, 2017	<b>Revision No</b> 0

11. Assist the last F2 personnel to leave the office in closing roll up doors.
12. Ensure outside facilities are lighted from 6pm to 6am.
13. Secure all F2 facilities at all times especially on holidays.
14. Security Agency must conduct training courses on good grooming, safety and security related courses, and implement Security Agency Code of Conduct
15. Must adhere to government regulatory and statutory requirements
16. No more than 12 hrs duty per personnel
17. Security Agency must terminate and replace personnel involved in conflict, violations of their COC, within 24 hrs

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**