



UNIVERSITY OF EASTERN AFRICA, BARATON

Security Procedure



**QUALITY MANAGEMENT SYSTEM DOCUMENTATION
BASED ON ISO 9001:2015**

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015


Security


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	<h1 style="text-align: center;">Security</h1>	Doc No: PR-SEC-001
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 UNIVERSITY OF EASTERN AFRICA, BARATON QUALITY MANAGEMENT SYSTEM	
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Doc No: PR-SEC-001
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TABLE OF CONTENTS

1.0	GENERAL.....	5
1.1	Purpose.....	5
1.2	Scope	5
1.3	References.....	5
1.4	Terms and Definitions	5
1.5	Principal Responsibility	5
1.6	Inputs	5
1.7	Resources.....	5
2.0	PROCESS DESCRIPTION	5
2.1	Predecessor Processes.....	5
2.2	Process Steps	6
2.3	Process Outputs	9
2.4	Subsequent Processes.....	9
3.0	PROCESS KEY PERFORMANCE INDICATORS	9



Security

Doc No: PR-SEC-001

Ver. No: 1.0

Rev date: 2nd April, 2025

1.0 GENERAL

1.1 Purpose

To enhance effectiveness and efficiency in provision of security.

1.2 Scope

This procedure applies to provision of security in the University.

1.3 References

Document category	Document title
Guideline	Students Handbook

1.4 Terms and Definitions

Abbreviation/Term	Description
CSO	Chief Security Officer
OB	Occurrence Book

1.5 Principal Responsibility

The CSO shall ensure adherence to this procedure.

1.6 Inputs

Need to provide security to people and property.

1.7 Resources

- a) Personnel
- b) Working tools

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process



Security

Doc No: PR-SEC-001

Ver. No: 1.0

Rev date: 2nd April, 2025

2.2 Process Steps

2.2.1 Planning for security services

Step	Activity	Record	Responsibility
2.2.1.1	<p>This procedure shall start with the CSO in consultation with the Security Supervisor preparing a Duty Roster for the Security Guards on a weekly basis.</p> <p>In preparing the roster, the CSO shall consider the following:-</p> <ul style="list-style-type: none">a) Number of Security Guards,b) Areas to be manned, andc) Rotation	Duty Roster	CSO
2.2.1.2	<p>Upon preparation of the Duty Roster, the CSO shall post a copy of duty roster on the Departmental office and file a copy.</p>	<p>Evidence of briefing</p> <p>Filed copy of duty roster</p>	CSO
2.2.1.3	<p>The CSO shall ensure the guards are equipped with the necessary working tools as they go to their areas of duty.</p>	<p>Evidence of issuing working tools</p>	CSO

2.2.2 Security at the gate

Step	Activity	Record	Responsibility
2.2.2.1	<p>This shall start with a Security Guard receiving a visitor at the gate. On receiving a visitor, the Security Guard shall:-</p>	<p>Updated Visitor Book</p> <p>Visitor Pass</p>	Security Guard



Security

Doc No: PR-SEC-001

Ver. No: 1.0

Rev date: 2nd April, 2025

	<ul style="list-style-type: none">a) request the visitor to state the purpose of visitb) request for any valid identification document,c) issue a visitors pass and book the Visitor into the Visitors' Book.		
2.2.2.2	<p>In case the Visitor is driving a vehicle, the Security Guard shall: -</p> <ul style="list-style-type: none">a) inspect it and enter the registration details of the vehicle in the Visitors' Book and issue a visitors pass, andb) direct the visitor to the Parking Area	<p>Updated Visitor Book</p> <p>Visitor Pass</p>	Security Guard
2.2.2.3	<p>In case the visitor is carrying any luggage, the Security Guard shall inspect it for any illegal items. In case of any illegal items, the Security Guard shall inform the CSO for appropriate action.</p>	<p>Evidence of communication</p>	Security Guard
2.2.2.4	<p>During exit of the Visitor, the Security Guard shall re-inspect the vehicle and clear the same in the Visitors Book.</p>	<p>Updated visitors book</p>	Security Guard
2.2.2.5	<p>In case of any University asset being ferried from the University, the Security Guard shall require a Clearance Note</p>	<p>Clearance Note from HoD</p>	Security Guard



Security

Doc No: PR-SEC-001

Ver. No: 1.0

Rev date: 2nd April, 2025

	or receipts for sold items from the respective department. In case the Visitor does not produce the Clearance Note or receipts for sold items, the Security Guard shall seek authorization from the CSO.		
2.2.2.6	The Security Guard shall request for the Visitor Pass and issue the Visitor with his/her identification document.	Visitor Pass	Security Guard

2.2.3 Handling shift changes and review of OB

Step	Activity	Record	Responsibility
2.2.3.1	Reporting Security Guards shall update the Handing In and Taking Over Book.	Updated the Handing In and Taking Over Book	CSO
2.2.3.2	The Guards on duty shall update the OB on a daily basis.	Updated OB	Trainer on Duty
2.2.3.3	The CSO shall review the Handing In and Taking Over Book and OB on a daily basis and take action, as applicable.	Reviewed Handing In and Taking Over Book and OB	CSO

2.2.4 Handling of Insecurity Incidences

Step	Activity	Record	Responsibility
2.2.4.1	This shall start with the Security Guard:- a) receiving a report on or observing a security breach,	Updated OB	Security Guard



Security

Doc No: PR-SEC-001
Ver. No: 1.0
Rev date: 2nd April, 2025

	b) as applicable, taking appropriate action and informing the CSO, and c) recording the same in the OB.		
2.2.4.2	Upon receiving the report, the CSO shall notify the Security Supervisor who shall inform the Vice-Chancellor and/or call the Police depending on the nature of the incident that has occurred.	Evidence of Communication	CSO
2.2.4.3	The CSO shall ensure that a report on the incident is prepared and handed over to the Vice-Chancellor for information and necessary action.	Incident Report	CSO

2.3 Process Outputs

Provided security for people and property.

2.4 Subsequent Processes

No subsequent processes

3.0 PROCESS KEY PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Evaluation
Accuracy of investigation reports	Number of incidents of inaccurate reports
Effectiveness of security screening	The number of incidents of illegal entries and exits.