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## 1. Purpose :

We have engaged security services for P-MH plant to have smooth functioning of employee movements, goods transportation, proactiveness during emergencies, proper patrolling, protect Company property & Staff and to look after proper security functions in the plant premises.

## 2. Manpower Details :

Sr. No	Post	8 Hours			Total Manpower
		A	B	C	
1	Main Gate	5	5	5	15
2	Shipping	1	1	1	3
3	Korean Dom	1	1	-	2
4	DMD House (Only Night Shift)	-	-	1	1
5	North Gate	4	4	4	12
6	B Gate	1	1	1	3
7	ACL Main Gate	1	1	1	3
8	CRM Utility	1	1	1	3
9	W/B 2 (1St & 2Nd Shift)	1	1	-	2
10	CGL Scrap	1	1	1	3
11	Chrome Yard	1	1	1	3
12	Loading Point	1	1	1	3
13	East Gate	6	6	6	18
14	CGL Utility	1	1	1	3
15	Main Office	1	1	1	3
16	Gaya Guest House	1	1	1	3
17	Q Gate (Only Night Shift)	-	-	1	1
18	Recreation	-	-	1	1
19	2C (Only Night Shift)	-	-	1	1
20	Receive Dock	1	1	1	3
21	Ware House	1	1	1	3
<b>Total</b>		<b>29</b>	<b>29</b>	<b>31</b>	<b>89</b>

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### 3. Manpower Criteria (With Reliever ):

Sr. No.	Grade	Criteria	Total
1	Supervisor	Graduate with computer knowledge and having 5 years experience with Supervisor grade in this field	10
2	Security Guard	Minimum 12th pass and having 3 years experience in this field	80
3	Security Guard (Writer Position)	Minimum 12th pass with computer knowledge and having 3 years experience in this field	15

### 4. Contract Work Scope :

- 4.1 The security Guards / Supervisor engaged should be with good health and physic having no disability and bad habits, should safe and well behaved, and should be able to keep records of events. Copy of discharge book (If Ex-man)/ police verification of all guards to be submitted to POSCO.  
The age of person should be below 50 yrs .
- 4.2 Sufficient manpower/Reliever should be planned to take care of leaves / Weekly offs and which should be given to all staff/guards.
- 4.3 To prevent unauthorized persons getting entry in the POSCO premises. Maintain visitors and staff movement records as may be directed by POSCO representatives from time to time. As well as take care about security of POSCO employees & property
- 4.4 To ensure that no unauthorized persons ,Vendors are allowed into the premises without permission.
- 4.5 To maintain law & order and discipline and to check all disturbances or nuisances in the premises.
- 4.6 To control incoming and outgoing Vehicle movement & traffic in POSCO premises and to keep record of their movements in and out of the premises as well as regulate parking of vehicles inside POSCO premises. Bring to the notice of authorize POSCO representative/Security In charge of any suspicious activity, noticed during or after office hours inside POSCO premises.
- 4.7 To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with the competent authority of POSCO.
- 4.8 To assist in fire-fighting or any other kind of emergencies.
- 4.9 To lock all the doors of the building after office hours.
- 4.10 The Identity Cards for the security guards should be issued & copy of same should submit to this office with full information of Security Guards / Supervisor.

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- 4.11 The security guard should not allow the movement of any unauthorized persons/ Vehicle /materials inside or outside the POSCO premises without the valid gate pass/permission issued by the authorized person of POSCO.
- 4.12 The security guard should have a working knowledge of English, Marathi & Hindi and should be able to read and understand documents etc
- 4.13 The contractor will be responsible if any theft occurs at POSCO premises and the POSCO reserves right to recover from contractor damages after due investigation.
- 4.14 SOP & Policy need to submit as well if any change need to inform
- 4.15 GM level management person need to visit in a Month and when as required.

## 5. Safety Management:

- 5.1 Required one quarterly training on security & safety training to Supervisor & Guards from Third party Certified of training is also required.
- 5.2 Main gate guards must be aware about all safety requirements of visitors
- 5.3 Material entry guards must aware about all safety requirements of drivers who run those vehicles
- 5.4 Training of First AID and fire extinguisher operations should be required
- 5.5 Fire fighting training should be given to 10 persons (Certification required)

## 6. Legal Requirement :

- 6.1 Statutory Requirements like ( The Factories Act 1948, The payment of wages Act 1936 , The Employee Provident Fund & Misc. provisions Act 1952 The Minimum Wages Act – 1948, The Payment of Bonus Act - 1965 The Workman Compensation Act – 1923, The Payment of Gratuity Act - 1972 The Employees Insurance Act – 1948 etc.)
- 6.2 Security Guard Board (if applicable)  
And amended time to time by appropriate authorities in this regard.
- 6.3 The agency must hold valid registration/license with appropriate authority of Govt. of Maharashtra.
- 6.4 The agency & agency owner must not have been blacklisted by any Court of Law or any Government /Central Autonomous bodies.
- 6.5 The agency must be compliant with all statutory requirements such as ESI, Provident Fund, and Excise/Service Tax. etc. as per eligibility criteria.
- 6.6 The Agency should have able to handle all critical situations like agitations/riot/force/political interference, pressures with police affairs,tresspass.

## 7. Consumable Management :

- 7.1 Petrol for Bike.
- 7.2 Stationary is provided by Security Agency.

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## 8. Equipment Management :

- 8.1 Bicycles, two wheeler bike, Mobile Phone ,PC / Laptop, attendance machine etc. and other accessories required for security should be arranged by the contractor. No payment shall be made by POSCO against this. Basic amenities like furniture, sitting place lighting etc. shall be provided by POSCO.
- 8.2 Other Consumable like fuel, Maintenance, mobile bill etc required to use above resources should be arrange by contractor, under his scope only.

## 9. Uniform Management :

- 9.1 3 pair (all) of uniforms should be provided to each guard.
- 9.2 ceremonial dress, Safety Shoes, Gumboots, Long Stick , whistle, best quality high bim Torch (waterproof), Rain Coats, Umbrellas, ID Card, security baton stick with belt holder,

## 10. Penalty / Security Deposit :

- 10.1 If fails to meet attendance criteria then penalty should be 15,000 Rs/- each month for first two incident and from 3<sup>rd</sup> incident penalty/ action course will be at the discretion of Posco Management.
- 10.2 Security deposit of Inr 3,000,000 /- which is irrevocable till completion of contract tenure/ BG, whichever is later.
- 10.3 Inr 2,000/- penalty for Sleeping & Misbehaviour. for every Alternate incident
- 10.4 Inr 5,000/- penalty for Theft and action course will be at the discretion of Posco Management.
- 10.4 Inr 10,000/- penalty for failure of arrange then training (as per schedule), yearly 4 trainings from external competent person to be organised and due to service urgency 15 days of delay is acceptable.
- 10.5 Inr 5,000/- penalty for failure of providing the proper Equipment, gears & Uniform, for 1<sup>st</sup> incident we will give 2 week of time to clear pending issue
- 10.6 On Monetary Non compliance of legal requirements specified under different laws and rules such as PF, ESIC, etc, we will hold entire service charge amount for non compliance period, and if non compliance issue continuous for 2 consecutive months then we will utilize bank guarantee amount for fulfillment of the same, subject to management discretion.

## 11. Others

- 11.1 If any Clause not mention here, will be added by mutual understanding/consent.