

**SECURITY MANAGER / CHIEF SECURITY OFFICER / CO-ORDINATOR**

Dear \_\_\_\_\_

(Full Names)

I \_\_\_\_\_

Manager – Section 16 (2)

You are hereby appointed as the person responsible for Security and in particular you are required to:

1. Take the necessary steps to identify and measure the potential Security risks that may cause monetary loss or disruption to production activities.
2. Define and formulate counter measures to avoid the identified security risks or to minimise the effect on the organisation in the event of an occurrence of such an incident. Compile Standard Operating Procedures for all the critical security tasks and oversee the proper implementation of and adherence to the Standard Operating Procedures at all times.
3. Ensure that adequate security records are maintained of all the activities of the Security Department or Section at all times. This will include but is not limited to the following: Occurrence Book, Visitors Register, Vehicle Log Book, After Hours Log Book, various Weighbridge Registers, Key Register, Key Issue Register, Gate Passes, Lock-up Register, Seal Register, Security Patrol Checklist, Investigation Reports, etc.
4. Submit an annual budget for the Security Department for operational purposes and for capital expenditure. You are also responsible to manage the security function within the parameters of the approved security budget.
5. Maintain disciplines within the Security Department or Section and to ensure that all the duties of the Security personnel are understood by them and to assist them with the execution of their duties.
6. You are furthermore required to implement, establish and maintain an effective Security Department or Section in terms of the Security standards and to evaluate the effectiveness of the Security function at least every six months and to take the necessary action required to address weaknesses identified during the six-monthly audit.
7. You are responsible for the overall effectiveness and proper management of the Security Department or Section and are authorised to take any reasonable steps that may be necessary from time to time to ensure the security and safety of company employees and property.
8. A job description detailing the main objective, key criteria, duties and authority in terms of this appointment is attached for your perusal.

This appointment will become effective on the date of acceptance thereof and will be for a period of 3 years.

Please confirm your acceptance of this appointment by signing and returning to me the duplicate copy of this letter.

\_\_\_\_\_  
Manager – Section 16 (2)

\_\_\_\_\_  
Date

I understand the implications of this appointment and confirm my acceptance thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date