




Frontline Security Services Limited

Mobile Assignment Instructions

Site No. 546

Authorised by;

Client: _____ **(signed)**

Frontline Security  **Signed**

Date: April 2018

1.1 General Information

KEYHOLDING, OPEN & LOCK UP, ALARM RESPONSE

Client Name: **INNOVATIVE TECHNOLOGY LIMITED**

Client Address:

 Innovative Technology Limited
 Innovative Business Park
 Derker Street
 Oldham
 OL1 4EQ

Site Address:

 Innovative Technology Limited
 Innovative Business Park
 Derker Street
 Oldham
 OL1 4EQ

Contact Number:

 T 0161 626 9999

Telephone Number:

 T 0161 626 9999

These assignment instructions must not be reproduced or altered in any way without the permission of Frontline Security Services Limited.

Issue date: 1st April 2018

Next Review date: April 2019

Emergency Contacts

Contact Type	Name	Contact Number
EM1	Andy Lyons	07860 189 441 / Home 0161 652 8889
EM 2	Bernie Graham	07917 838 837 / Home 0161 624 8533
EM 2	Peter Seitbekir	07917 128 533 / Home 0161 705 1316
EM 2	TJ Crowley	07789 398594 / Home 01706 602759
EM 2	Tony Morrison	07564 175390 / 01706 645444

2.1 Record of Amendments

Authorised Amendments

Amendments to these Assignment Instructions may only be authorised by the Managing Director following consultation with the Client.

All amendments to approved assignment instructions should be advised to Frontline Security Services Limited in writing or by e-mail.

Where a change has occurred, this status of the amended page will be shown in the Record of Amendments section of this document, in addition a Change to Assignment Instructions Form [SP 12 02](#) will be completed.

Page No.	Title of section	Brief details of amendment	New Issue No.	Authorised by	Date
All	All	New Site – Full review of all contents by Client.	1	AOH	14.09.17
All	All	Change to Company Name	2	AOH	01.04.18

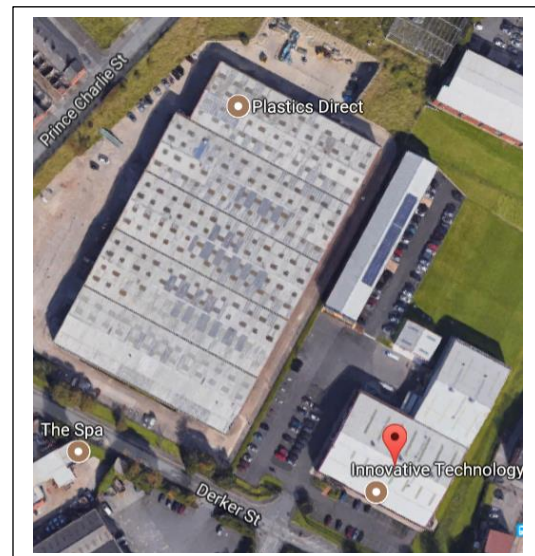
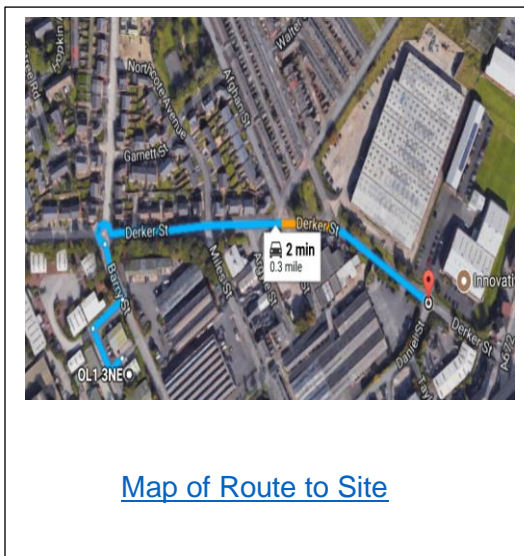
3.1 Site Details

Site Map / Location

These Assignment Instructions relate to the premises located at Innovative Business Park, Derker Street, Oldham, OL1 4EQ

The premises consist of a brick built 2 story purpose built production facility containing offices and warehousing with a further 2 story new build office complex and a third building housing an automotive development facility for Innovate Technology Limited.

The premises are located in mixed area of residential and commercial property sharing its perimeter on three sides with adjacent properties. Premises benefits from perimeter fencing and an extensive CCTV system.



Directions to Site

Building Site

From the Acorn Centre turn left on to Barry Street and then right on to Derker Street.


Continue for approximately 300 metres on Derker Street and the site entrance is on the left.

Alarm Activation



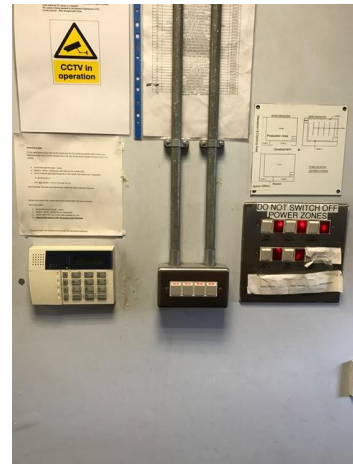
Instructions Upon Activation

Alarm Access Production Building	1984
Alarm Access Office building	19601

1. The premises are alarmed and any activation will go directly through to G4s Monitoring (0333-2020-002)
2. Entry onto site is via a pedestrian gate secured with a combination padlock code 49173
3. Vehicle entry is via the electronic gate code 1619
4. The main point of entry to the production building is through the door located on the main car park side of the building.
5. Access is gained swipe card reader located next to the door
6. The alarm panel is located on the right as you enter.
7. The alarm panel will indicate which zone has activated, and can be silenced and reset on completion of patrol alarm by using the code 1984 and pressing the  button.
8. Prior to leaving the premises ensure internal doors and windows are secure prior to resetting the alarm, all external shutters should also be down.
9. CCTV Is monitored by Stanley Security who must be notified when when site is secure or opened to ensure monitoring is appropriate 02392 242022 Acc 240865

Site Plan(s)

See Appendix (A) for Alarm Zones / Full Site Plans



Keys Issued by Client

Key Type	ID Number	Application	Returned to client
Blue Pass		Use on both buildings	
Small Black Rubber	455	Main Gate Open/Close	
Silver Eurospec		Building 1 Grey Door	
Gold HD Davenport		Small gold key Gate into manual	
Black Fob	010920963	Building 2 Office Block Alarm Fob	
2 LSH Silver keys		Two Auto Slide Doors (Office)	
Gold EVVA		Office Building Front Shutter Door	
Big Key – Black Rubber		Building 1 – External Window Shutter	

4.1 Site Instructions

Hours Covered

Monday to Friday	1845 - 0700	Alarm Response and keyholding
Saturday – Sunday	24hrs	
Monday - Friday	0645	Open Up
Saturday – Sunday	On Request	Open Up -Lock up
Monday – Thursday	1900	Lock up
Friday	1600	Lock up

Specific Instructions for mobile patrol

On arrival to open up site access via pedestrian gate, electronic vehicle gate will also need to be opened.

Open up Production building first followed by office block, Mobile must remain on site until at least 2 staff are in.

On Lock up the production building should be clear by 1845 and should be locked first, all Innovate staff have been advised they must be off site by 1900.

On departure from site please call G4S and confirm that the alarm is armed and site secure.

5.1 Dealing with and Reporting Incidents

An Incident Report Form [SP 12 09](#) Should be completed in relation to all incidents at the site and logged prior to you finishing your shift. See Appendix B

Action in the event of Intruder Alarm / Break-In

Security Officers shall only attempt to apprehend an intruder(s) if safe to do so.

- The Police shall be informed immediately and requested to attend using the '999' Emergency services system.
- Provide the name and address of the Site, the exact nature of the incident and any other relevant information.
- Inform Frontline Security Services Limited Control of the situation.
- Whilst awaiting the arrival of the Police, endeavour to keep the intruder(s) under observation, recording all details such as description, vehicles registration numbers, location where last seen etc.
- Speak to the Police on their arrival to report the situation and accompany them on their investigation.
- Should an insecurity, break-in or damage be discovered, but no intruders found on site, the Police must still be informed and requested to attend.
- Control and the clients Emergency Contact shall be informed as soon as is practicable.

Health and Safety

It is the Company policy that all company activities are carried out in conditions that ensure the safety, health and welfare of all persons affected by the company's activities.

The Company Policy is outlined in the Health and Safety Manual [SP 01 05](#) and the Health and Safety Statement and specific policies in relation to Office Based Working and Lone Working are outlined in [SP 12 04](#) .

The Company's commitment to Health, Safety and welfare must be met by the same commitment from all Company employees. Each employee must ensure that they themselves carry out their operation in a safe and secure manner, in line with the Company codes of practise, either current as included in the Health and Safety Policy Document or purpose drafted codes of practise.

It is Company policy that employees will not be asked to carry out duties unless they are:

- Trained to carry out that duty.
- Competent to carry out that duty

Appendix A Site Plan and Alarm Zones

Appendix A (1) Emergency Contacts

See page 2

Appendix B – Incident Report Form

Client:	Site No.	Assignment No.		
Site Address		Incident		
		Type of Incident: (Provide an overview or tick below)		
Date:		Alarm Activation	<input type="checkbox"/>	Intruder
Time (Time that you received the call)		Insecurity	<input type="checkbox"/>	Criminal Damage
Time on site:	Time off site:	CCTV Response	<input type="checkbox"/>	Theft
Location of Incident:		Gate Closure	<input type="checkbox"/>	Other

Officer completing the report _____ (name)

How was the incident discovered: (Circle as appropriate)

Monitoring Stn.	FS Control Rm	On Patrol	Police	Other
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Were the Police called? Yes / No Time _____ Date _____

What time did the Police arrive on site? Time _____ Date _____

Police Officer (s) Name (s) & Collar Nos. _____ (FWIN) _____

At what time, did you inform control? Time _____ Date _____

Is there any loss or damage? Yes / No

Is the site vulnerable? Yes / No

(Outline any loss or damage and immediate action required to secure the site)

Record here any further information or action that may be required:

Outline;

- Why did you attend: alarm call etc.
- What you found when you got there: Alarm activation, insecurity etc.
- If an alarm which zones, this information is very useful to the client
- What you did: a full check of the premises, reset the alarms etc.
- Any steps you had to take to secure the site or time you had to wait for an engineer etc.
- Anything that needs to be brought to the attention of the client or Admin

Administration Officer to complete the following section

Incident Data- base updated – Y/N

Further Action Required;

Invoice Data-base updated – Y/N

Client Informed –
E-mail to:
Fax to:

Completed by:

Date:

Appendix C – Acknowledgement of Understanding

The Assignment Understanding Sheet to be signed by all officers allocated to the site.

When a Security Officer is allocated a new site he/she must read the Assignment Instructions and sign below to indicate that the Assignment Instructions have been read and understood. The Security Officer(s) must also sign when amendments have been made to the Instructions.

Client:	Site No.	Assignment Instructions Issue date:
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Name	ID No	Signature	Date	Amendment No