Security Guidelines - For ConstMgmt

When site is setup:

1. Ensure that there is only one entry and exit point from the site (max. 2). These should be manned with adequate security guards who should be trained to note entry and exits of individuals and check all vehicles.
2. Ensure entire site has a boundary wall (preferably the final boundary wall to be constructed – if design not available, follow compound wall policy). It should be ensured that either boundary wall (or if not possible, decent quality barricading with GI sheets) is completed no later than 6 months (12 months if site area is > 100 acres+) from site coming into possession of ConstMgmt team.
3. Ensure that labour quarters are constructed in one part of the site and there is an access control gate to/from the labour quarters to the site. This point should be manned with adequate security guards. From the labour quarters to exit the site, one should have to pass through the main entry as per point 1.
4. Have a bound steel yard where all steel is unloaded and issued. Steel should not be lying all over the site, unless it is under a contractor's control, post-issue from Lodha. Ensure that steel scrap is collected on weekly basis and taken to steel yard and sold as per policy.
5. Ensure proper stores setup for Lodha. Security guard should be provided at the Lodha Stores Location. Stores should be lockable and all windows should have grills. Sending labour to Lodha Stores area should be minimized.
6. Provide proper storage space for FML/PMFL contractors – it should be ensured that contractor's have this space properly monitored through security guard and any windows any grills. Contractor cannot claim for any compensation for theft, losses or damages to contractors' material from his stores or otherwise. Lodha should NOT taken into custody any material which is in contractor's scope. Lodha Security should NOT accept keys of Contractor's store or any responsibility for watching it.
7. All pathways and labour camp area should be well-lit to ensure visibility at night too.
8. In case of projects with CCTV's planned in final design, use of electronic surveillance device (camera) should be considered at key locations eg. main gate, labour gate, entrance of wing during the construction phase. The surveillance has to be done meaningfully and records stored for atleast 7 days. Help of design team to finalize this should be taken by CM, as needed. These cameras will be needed to be in place by the time the finishing works start. The cameras are to be installed with a lock/other device such that they cannot be easily stolen / damaged.

During Construction:

1. Ensure that any finishing works involving materials which are likely to be stolen (copper based items, CP fittings, electrical cables etc.) are only started to be installed once there is a lockable door for each unit. If final main doors are not available, arrangement should be a made for a temporary, lockable ply door.
2. Putting security guards at the entrance of each building is not a good deterrent to theft. In order to deter theft, following steps should be followed:
    a. Strictly adhering to Steps 1,2 and 3 in 'when site is setup' and ensuring that every entry/exit of labour and construction vehicles from site is thoroughly checked. This should be done by employing reasonable no. of guards and supervisors at the stated entry/exit points.
    b. Random checking of labour camps from time to time, happening at direction of CM Head of the site. Purpose to check for presence of stolen goods, prohibited substances (eg. alcohol), any weapons and any persons who are unauthorizedly staying in the labour camp. Timing of the surprise inspection should be decided by CM Head himself but should be done atleast once every two months.
    c. Flying squad under Lodha Security control who will randomly check any wing (each wing to be covered atleast once in 3 months) – place security guard at wing's exit point to stop anyone from leaving, start patting/check of labour from top floor and a separate team to check the periphery of the building to see if any material has been 'thrown' with intent to steal.

d. Harsh action against anyone who is caught attempting to steal, including physical intimidation, FIR and debit to the contractor.

3. Ensure that there is no more than one entry/exit point to each wing at the entry level – all others entry/exit points should be closed as per final design of the entrance lobby. If final design is not available, CM-Head can decide and ensure closure. This is to be ensured before 4th slab is cast. In high rise/very high rise building (> 70 m), use of electronic surveillance device (camera) should be considered at the entry of each wing, which may then even be used for the actual project. The surveillance has to be done meaningfully and records stored for atleast 7 days. Help of design team to finalize this should be taken by CM, as needed. Also, for the single entry/exit to the wing, door should be placed at the mid-landing of the first floor above entry level, which can be locked during non-working hours (which will prevent labour from entering building during non-working hours). Control of door locking should be with Lodha's wing/building engineer.
4. Physical inspection of fittings by project engineer/supervisor before taking over from contractor is necessary. Once taken over the flat to be kept locked as far as possible.

How to operationalize:

	Lodha's Responsibility	**Contractor's Responsibility**
Store	Store to be lockable viz. only one door and everything else has to be closed with B/W or concrete. As far as possible, the store should be given on the ground floor.	Have a security guard for each store, atleast for night shift. As far as possible, each contractor to reduce no of stores he uses.
Each Building	Have a grill gate at the mid-landing from ground floor to 1st floor, which is locked at 9-10 pm and opened at 6-7 am by Lodha Security team.	
Night	• Compound to be decently lit so that dark areas are minimized. • Night patrol to be done on bikes with high beam (preferably, in groups of two) with walkie talkie. • Dog squad on Very Large sites.	
Project entrance/exit	• All vehicles should be checked randomly (even those belonging to company associates). • If project has a 'final' boundary, erect as soon as possible. • All non-company men leaving should be frisked randomly at the exit gates. If the site doesn't have limited no of exit gates, have random checking (~10% daily) at building exit point (at time of shift change) (list of buildings to be handed by HRMS person on site to Security). • Lodha guards to be moved around from gate to gate on monthly basis (not fixed gate duty). • Log book of thefts to be maintained by security team	

Permissible Security Manpower:

Type of Project	Main entry 1	Main entry 2 (if applicable)	Labour camp exit/entry	Stores
Very Large	1 SS + 2 SG	2 SG	1 SS + Upto 4 SG	1/2 SG (night shift only)
Large	1 SS + 2 SG	2 SG	1 SS + Upto3 SG	1/2 SG (night shift only)
Medium	1 SS + 2 SG	Not permitted	1 SS + 1 SG OR 0 SS + 2 SG	1 SG (night shift only)
Small	1 SS + 2 SG	Not permitted	1 SG	1 SG (night shift only)

Responsibilities of Security Manpower:

Main Gate:

a. Maintaining register of all incoming and outgoing vehicles. Random checking (~33%) of goods delivery vehicles while exiting – no material is allowed to leave site with gate pass issued by MM. All cars/2 wheelers without company sticker to be checked while exiting.
b. Maintaining register of all incoming and outgoing pedestrians who do not carry Company ID or Authorized Contractor ID. Manual frisking of all non-Lodha level 4/5 (including labour) exiting the site.

Labour Camp Gate:

1. Ensuring only labours with authorized ID's are entering and exiting.
2. Frisking the labours on random basis (~15%) each day.
3. Conducting check of labour camp on random basis (atleast once a quarter) along with Level 2 and 3 of Lodha Security team. This checking should check for unauthorized persons, illegal goods and any safety hazards.

Store Entry:

1. Round of the store area at night and preventing of any break-in.

PLEASE NOTE THAT A SECURE SITE CAN BE ACHIEVED ONLY BY HAVING CREDIBLE DETERENT THROUGH FEAR OF SEVERE PUNISHMENT.