
PIKM STANDARD



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Code of practice for private security companies – Part 1: Private security company management

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Foreword

This code was developed by the Project Committee on Code of Practices (CoP) for Security Services by Private Agencies, established by SIRIM STS Sdn. Bhd.

The objectives of this code are as follows:

- a) to provide guidance to the Private Security Agencies (PSA) in order to comply with law, regulations, directives and other instructions by the authorities; and
- b) to promote good management practices in security services.

This code was developed based on the best practices of security service industry.

For the purposes of this code, the following ISO definitions have been adopted:

- a) “**shall**” indicates an auditable **requirement**: it is used to indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted;
- b) “**should**” indicates a **recommendation**: it is used to indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited;
- c) “**may**” indicates a **permission**: it is used to indicate a course of action permissible within the limits of the document; and
- d) “**can**” indicates a **possibility** or a **capability**: it is used for statements of possibility and capability, whether material, physical or causal.

Compliance with this standard does not by itself grant immunity from legal obligations.

**Code of practice for private security agencies -
Part 1: Private security agency management**

0. Introduction

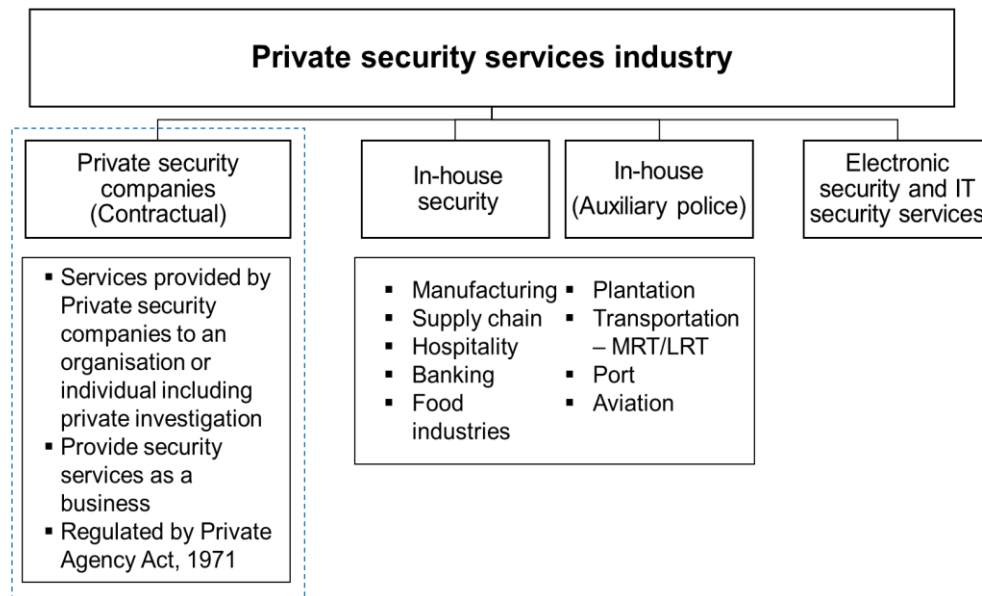
In Malaysia, there are four categories of private security service as follows:

- 1. Private security agency (contractual).** Companies providing security services that are established under the *Private Agency Act 1971*.
- 2. In-house security.** Established by an organisation to protect the safety of its employees and security of the organisation's assets. Security officers are employed by the same company or organisation that they protect.
- 3. In-house (auxiliary police).** Established under the relevant act with the purpose to protect the safety of its employees and security of the organisation's assets. The authority of the auxiliary police is only limited to its designated organisation or premises.
- 4. Electronic security and IT security services.** The segment includes services such as system integration, operations and maintenance of electronic security products in customer premises. This service is usually used by large OEMs with proprietary products and a number of system integrators.

The key industry users for the above segments are:

- office complexes;
- retail;
- airports; and
- other public infrastructure.

The four categories of private security services industry are as shown in Figure 1.



NOTE. The private security services covered in this code is denoted by the blue line.

Figure 1. Segments of private security services industry

Security Services by Private Agencies (hereinafter referred as “Private Security Agencies”) is an essential service to ensure the safety and security of life, property and other assets. The security services industry in Malaysia is regulated by the *Private Agencies Act 1971 (Act 27)*.

Private Security Agencies are assigned with responsibility to assist the function of Royal Malaysia Police to preserve the peace and security of Malaysia, in providing guards and protection for the safety and security of persons and properties. Private Security Agencies are also entrusted with the responsibility in obtaining and furnishing information as to the conduct, activities or affairs of another person but it is subject to the legal requirements.

The security services provided by the Private Security Agencies in Malaysia are unarmed guard, armed guard, escort services, personal bodyguard, cash management, cash in transit, central monitoring system, building automation system and private investigation.

Currently, the number of Private Security Agencies are increasing due to the high demand of security services in Malaysia. However, it is observed that some Private Security Agencies are unable to maintain and preserve good management practices in the security services. The reasons for the shortcomings in the security services are based on the financial constraint, mismanagement and lack of integrity. In order to overcome the shortcomings, best practices in security services shall be adopted by Private Security Agencies.

1. Scope

This code provides best practices for the management of Private Security Agencies with regards to good governance and integrity. This code is intended to be applicable to Private Security Agencies under the *Private Agencies Act 1971 (Act 27)*. This code may also be used by other organisations.

2. Normative references

The following normative references are indispensable for the application of this code. For dated references, only the edition cited applies. For undated references, the latest edition of the normative reference (including any amendments) applies.

Private Agencies Act 1971/SIRIM/PIKM 2, Code of Practice for private security companies – Security screening of individuals employed in a private security company

Workers' Minimum Standards of Housing and Amenities Act 1990

Private Agency Circular No.1 of 2017, Garis Panduan Permohonan dan Pengendalian Senjata Api Oleh Syarikat Agensi Persendirian /Kawalan Keselamatan Yang Berlesen Di Bawah Akta 1971

3. Terms and definitions

For the purposes of this code, the following terms and definitions apply.

3.1 asset

Anything that has tangible or intangible values to the organisation.

NOTE:

Tangible assets include human (in this standard considered as the most valued), physical and environmental assets. Intangible assets include information, brand and reputation.

3.2 client

Entity or person that hires, has formerly hired, or intends to hire an organisation to perform security operations on its behalf, including, as appropriate, where such an organisation subcontracts with another company or local forces.

EXAMPLE: Consumers, contractors, end user, retailers, beneficiaries and purchasers.

3.3 in-house private security

Agencies which provide private security companies services only to bodies (whether corporate or unincorporated) forming part of the agency's company or group of companies.

3.4 licensed private security agency

Private security agency in respect of whose business license has been issued in accordance to the *Private Agency Act 1971*.

3.5 monitoring

Continual checking, supervising, critically observing or determining the status in order to identify change from the performance level required or expected.

3.6 personnel

Persons working for a private security company, whether as permanent employees or under a contract, including its staff, managers and directors.

NOTE. Persons are personnel if they are connected to a private security company through an employment contract (fixed term, permanent or open-ended) or a contract of assignment (whether renewable or not), or if they are independent contractors, or temporary workers and/or interns (whether paid or unpaid), regardless of the specific designation used by the company concerned.

3.7 security officer

Person who for remuneration under the payroll of a security company, guards or patrols or provides any other protective services in relation to persons, property, environment, system and equipment, and reputation or image of a client or his own organisation.

NOTE. Security officer is a general term that includes security guards.

3.8 top management

Persons or group of people who directs, controls and make decision on behalf of the organisation at the highest level. Top management has the power to delegate authority and provide resources within the organisation in writing.

4. Governance

4.1 Compliance with legislation

Private Security Agencies shall comply with laws, regulations, directives and other instructions by the authorities in order to provide security services.

Private Security Agencies are required to comply with international convention regarding human rights, health, safety, labour and environment, if applicable.

The list of laws, regulations, directives and other instructions by the authorities are attached as in Annex A.

4.2 Leadership and commitment

Top management of the Private Security Agencies shall establish and implement relevant policies, strategies and procedures to observe good governance and enhance the effectiveness of the management system in order to provide the best private security services in Malaysia.

Top management of the Private Security Agencies shall provide sufficient resources to maintain and improve the management. Resources shall include training to improve skills and knowledge, research and development and financial support.

The obligation of the top management of the Private Security Agencies are as follows:

- a) For the new application of the business of private agency, the top management shall take necessary action as stated in Annex B;
- b) To ensure the business license of Private Security Agencies is renewed and valid;

- c) To ensure the business license of Private Security Agencies is not rented out or leased to a third party; and
- d) To obtain approval from the relevant authorities for the operation or opening of any branch of the Private Security Agencies.

5. Structural requirement

5.1 Ownership

PSA shall fulfil all the requirements pertaining shares of the company as specified by the relevant authorities. The percentage of shares own by the shareholders of a PSAs shall be clearly stated in writing.

The shareholders and directors of a PSA shall not be involved in any other matters of another PSA.

The shareholders, directors and top management shall be subjected to the security and bankruptcy screening as stipulated under SIRIM/PIKM 2.

PSA shall obtain approval from the relevant authorities in order to change shareholders and directors, partnership and/or corporation by stating the reasons for the changes.

The details (including any records on security and bankruptcy screening) of the shareholders, directors and top management of the PSA shall be recorded and made available upon request by authorised person.

5.2 Organisational structure

PSA shall define and establish an organisational structure which includes the positions, roles, responsibilities, authorities and accountabilities to provide security services.

5.3 Finances

PSA shall have the minimum paid-up capital as required by the relevant authority, adequate working capital for operational purposes and sufficient reserve fund.

PSA shall have financial and administrative procedures and controls to support risk management of operations and undesirable event.

Annual accounts in accordance with applicable accounting standards shall be prepared. The accounts shall be audited and certified by a third-party accountant or auditor with complete details of expenditure and income. The accounts should be made available for examination on request by authorised person.

5.4 Insurance

PSA shall have insurance to cover risks and associated liabilities arising from its operations and activities consistent with its risk assessment and as required by relevant authorities. All insurance shall be relevant to the nature of the business undertaken.

This includes, where the service provided dictates, but is not limited to cover for the following:

- a) public liability;

- b) fidelity;
- c) professional indemnity;
- d) motor insurance;
- e) deliberate act;
- f) defamation; and
- g) efficacy.

The insurance policies, certificates of currency or both shall be made available to the client, upon request.

6. Support

6.1 Competency

PSA shall:

- a) determine the necessary competence of security personnel for security work, services, and/or as required by the relevant authority;
- b) ensure that the personnel is competent on the basis of appropriate education, training, or experience;
- c) take actions (for example: the provision of training to, the mentoring of, or the reassignment of current employees; or the hiring or contracting of competent persons.) to acquire the necessary competence, and evaluate the effectiveness of the actions taken;
- d) retain appropriate documented information as evidence of competence; and
- e) provide sufficient number of security personnel with the appropriate competency to fulfil its contractual obligations.

6.2 Communication

An appropriate communication process shall be established, implemented, maintained and continually improved to disseminate information which can be implemented for both internal (employees) and external parties.

PSA should establish attributes or core value to ensure the behaviour of security personnel towards customer service excellence.

The procedure to resolve disputes based on customer's feedbacks and complaints shall be established.

6.3 Premises

PSC shall have an administrative office(s) and/or operational centre(s) where records, professional and business documents, certificates, correspondence, files and other documents necessary for conducting business transactions shall be kept in a secure manner.

The administrative office(s) and/or operational centre(s) should be protected by installing an intruder alarm system and security systems i.e. CCTV. Record of the company name and person, address, and contact number of the intruder alarm's installer should be kept as well as details of the maintenance and service history.

PSC shall get the consent and approval of the relevant authorities before changing the name, address of the operation centres or branches.

6.4 Documents and records

Location of records and documents shall be clearly defined.

Procedures for controlling all documents, data and information required shall be established and maintained to ensure that:

- a) the documents, data and information can be located and accessed only by authorised individuals;
- b) the documents, data and information are periodically reviewed, revised as necessary, and approved for adequacy by authorised personnel;
- c) current versions of relevant documents, data and information are available at all locations where operations essential to the effective functioning of the security management system are performed;
- d) archived documents, data and information are retained for legal or knowledge preservation purposes; and
- e) the documents, data and information are secured, and if in digital form are adequately stored and can be recovered.

7. Recruitment and employment of security officer and other personnel

7.1 General

PSA shall determine and provide the persons necessary for the effective implementation of its operation and the delivery of its services.

Security officer and other personnel shall be provided with minimum wage and remuneration arrangements that do not violate any relevant laws, including insurance as deemed fit to commensurate to their responsibilities and context.

Records and personal information of security officer and other personnel as required by legal and contractual obligations including contact details of next of kin for emergency purposes shall be maintained.

The confidentiality of personal information shall be protected as appropriate according to the relevant regulation (e.g: Personal Data Protection Act 2010) and all relevant documents that are explainable and understood by all parties should be provided.

All relevant laws and regulation in hiring or recruiting foreign security officers shall be abided.

All persons employed or to be employed shall undergo security screening in accordance with SIRIM/PIKM 2.

Housing and accommodation if provided, shall be in accordance with the *Workers' Minimum Standards of Housing and Amenities Act 1990*.

Detailed pre-employment enquiries shall be carried out to ensure that only suitably qualified people are recruited, where only persons of good character and integrity are employed.

The security officer and other personnel employed should also be able to demonstrate appropriate skills and verbal communication sufficient to perform their roles effectively.

PSC should ensure that the health and physical conditions of security officer and other personnel employed remain compatible with the duties to which they are to be deployed. PSA may request for a medical examination, if necessary.

All other requirements for medical examination of the security officer, stipulated by the relevant authorities shall be complied (e.g., security officer aged 56 and above shall undergo yearly medical examination).

Terms of employment shall be in accordance with relevant regulations and legislation currently enforced in Malaysia. Reference may made to Annex C for employment contract and termination of employment.

7.2 Specific provisions for security officer

7.2.1 Code of conduct

PSA shall provide a code of conduct to all security officers to ensure that the security officers are aware of the terms and conditions of their security services which include the following:

- a) Carry out the required duty promptly and diligently.
- b) Should not leave the workplace unless permission from supervisor is granted.
- c) All reporting, either oral or written shall be true and accurate.
- d) All documents shall be maintained according to relevant procedures. Any alterations or disposal of documents are allowed with authorisation.
- e) Maintain confidentiality on any matter relating to the PSA or his/her clients either past or present.
- f) Maintain a very high level of personal integrity and be cautious in handling keys, money or property as required under his/her responsibilities.
- g) Be courteous at all times during his/her duty.
- h) Exercise his/her authority accordingly, during his/her duty.
- i) Wearing uniform with equipment and identification card or badge that is provided by the PSA during his/her duty, is a compulsory requirement.

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- j) Ensure that they are not smoking, sleeping or being under the influence of alcohol or drugs, whilst at work.
- k) Notify PSA and the relevant authority on commission of any criminal offence or traffic offence.
- l) Do not allow unauthorised access to a client's premises.
- m) Shall use PSA's and client's equipment or facilities only with permission.

All security officers shall be treated equally with courteous and respect.

7.2.2 Uniform

PSA shall provide uniforms to its security officer.

Any uniform provided to security officer shall comply with relevant regulations.

PSA should ensure that all security officer are properly dressed in clean and tidy uniform whilst on duty.

7.2.3 Equipment

All equipment shall be used in accordance with law, regulations, directives and other instructions by the authorities

PSA shall establish procedures to ensure the safety and controls of the equipment.

8. Training of security officer

8.1 Training policy and responsibility

PSA shall establish a policy on the training of security officer. This policy shall be authorised by the top management of the PSA. PSA shall assess the effectiveness of the training and to provide additional training, if necessary.

All security officers shall be qualified as Certified Security Guard (CSG) and attend any other training as required by the authority.

The training of the security officer shall be conducted in accordance with law, regulations, directives and other instructions by the authorities.

PSA shall maintain all records of the training of the security officer.

8.2 Induction training

An induction training shall include the detail of the organisation namely the structure, ethos, policies and employees' roles and responsibilities for all newly recruited employees.

This training shall be conducted by a competent member of PSA, prior to the deployment of the security officer.

8.3 On-site training

All security officers should attend on-site training as required by the PSA in accordance with the contractual obligation.

8.4 Specialised training

All security officers should attend specialised training in order to carry out special duties or use of equipment as required by the PSA in accordance with the contractual obligation.

Risk assessment training shall be provided by the PSA in accordance with the contractual obligation, if necessary.

8.5 In-service training

PSA shall be responsible to provide in-service training to all security officers for the following purposes:

- a) to maintain the knowledge and skills; and
- b) to enhance the knowledge and the skills according to new development in methods, procedures, technology or relevant legislation pertaining to security services.

8.6 Other training

PSA is responsible to organise training for the top management, supervisor and administrative personnel to enhance the knowledge and skills according to new development in methods, procedures, technology or relevant legislation pertaining to security services.

8.7 Shareholder and director's course

The shareholder and directors of PSA shall attend courses that conducted by the authorities.

9. Provision of security services

9.1 Contract of security services

PSA and its client shall conclude on the quotation, terms and conditions in order to provide security services before entering into a contract.

The contract shall include the following but not limited to:

- a) the details of the parties;
- b) the scope of the security services;
- c) the obligation of the parties;
- d) the fees or charges for the security service,
- e) the mode of payment;
- f) the tenure of the contract;

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- g) the breach of the contract;
- h) the termination of the contract; and
- i) any other related matters to security services;

PSA and client shall retain a copy of contract of the security services.

9.2 Due diligence

PSA shall conduct due diligence on its client, to ensure that the client has a legitimate reason to request for security service.

9.3 Obligation in divulging information

PSA shall request and ensure that the client provide all the required and relevant information pertaining to the security services.

PSA shall evaluate and assess the client's information before entering into a contract.

PSA shall safeguard the client's information, in accordance to the applicable law.

The following information shall be provided by PSA, upon the client's request:

- a) The name, address(es) and telephone number(s) of the PSA;
- b) The PSA's license under the Private Agencies Act 1971;
- c) The PSA's registration certificate under the Companies Commission of Malaysia;
- d) The details of the membership of the PSA, e.g., association or professional body; and
- e) The copy of insurance certificate;

9.4 Risk assessment of the client's site

PSA shall conduct an inspection at the client's site in order to make an assessment to identify the safety needs and provide protection proposals, unless declined by the client.

Risk assessment of the client's site shall be recorded and communicated to the security officer prior to his/her deployment.

The checklist for the risk assessment of the client's site is as per Annex D.

9.5 Scope of task

9.5.1 Assignment's instruction

PSA and the client shall formulate the assignment instructions which encompasses of the full operational instructions in order to provide effective security, emergency and communication procedures, and accountability of the parties.

Any alteration of the assignment instructions is allowed with the agreement and endorsement by the parties.

The assignment instructions shall be made available to the client and the security officer at the site.

Assignment instructions shall include:

- a) the procedure for contacting the PSA command and control system; and
- b) the number of personnel involved in the assignment and their responsibilities.

The assignment instructions, should include but not limited to the following:

- a) working hours;
- b) handing and taking over of security duty;
- c) emergency procedures;
- d) communication procedures;
- e) specific services;
- f) facilities, vehicles, equipment and properties of the client;
- g) facilities for security officer;
- h) access control facilities;
- i) searching facilities;
- j) safety procedures;
- k) risk assessment;
- l) on-site training;
- m) on site supervision and role of supervisor(s); and

Security officer should be briefed on the assignment instructions. The purpose of assignment instructions is to provide continuous monitoring mechanism to enhance the operational effectiveness of the security service.

10. Monitoring measurement and evaluation

PSA shall be responsible to monitor, measure and evaluate the effectiveness of its management.

PSA shall establish an action plan to improve business performance and other matters related to the security services.

Annex A
(informative)

Non-exhaustive list of directive and voluntary initiatives

This annex provides a non-exhaustive list of directive and voluntary initiatives that may be applicable to this standard by private security companies.

Companies Act 1965

Employment Act 1955

Societies Act 1966

Workers' Minimum Standards of Housing and Amenities Act 1990

Immigration Act 1959/63 (Act 155)

Personal Data Protection Act 2010

Persatuan Perkhidmatan Kawalan Keselamatan Malaysia (PPKKM), *Constitution and Code of Ethics*

Private Agency Circular No.1 of 2006, *Syarat-syarat tambahan lesen syarikat kawalan keselamatan persendirian*

Private Agency Circular No.2 of 2006, *Garis panduan pengambilan bekas tentera warganegara Nepal untuk bekerja sebagai pengawal keselamatan*

Private Agency Circular No.1 of 2007, *Arahan menghadiri kursus kemahiran pengawal keselamatan*

Private Agency Circular No.2 of 2007, *Larangan menyimpan kad pengenalan dan dokumen pengenalan diri pelawat oleh pengawal keselamatan di premis-premis persendirian*

Private Agency Circular No.1 of 2009, *Garis panduan pemaikaaian pakaian seragam bagi pengawal keselamatan*

Private Agency Circular No.1 of 2010, *Pertukaran ahli lembaga pengarah/pemegang saham syarikat kawalan keselamatan*

Private Agency Circular No.2 of 2010, *Garis panduan pengambilan ahli-ahli ikatan relawan rakyat (RELA) dan Jabatan Pertahanan Awam Malaysia (JPAM) sebagai pengawal keselamatan*

Private Agency Circular No.3 of 2010, *Garis panduan permohonan tambah cawangan perniagaan agensi persendirian / syarikat kawalan keselamatan di bawah Akta Ejensi Persendirian 1971*

Private Agency Circular No.4 of 2010, Syarat/peraturan pengendalian serta pengurusan agensi persendirian di bawah Akta Eensi Persendirian 1971

Private Agency Circular No.1 of 2017, Garis Panduan Permohonan dan Pengendalian Senjata Api Oleh Syarikat Agensi Persendirian /Kawalan Keselamatan Yang Berlesen Di Bawah Akta 1971

Private Agency Circular No.1 of 2018, Garis Panduan Pengurusan dan Pengendalian Kawalan Keselamatan di Institusi Perbankan

The licence renewal instructions for private agencies under Private Agency Act 1971

ISO 9001:2015, *Quality Management Systems – Requirements*

ISO 10002, ISO 10002:2018, *Quality management — Customer satisfaction — Guidelines for complaints handling in organizations*

ISO 28000:2007, *Specification for security management systems for the supply chain*

ISO 18788:2015, *Management system for private security operations - Requirements with guidance for use*

SIRIM 6:2016, *Requirements for Customer Service Management (CSM)*

EICC Code of Conduct

Annex B
(informative)

**Example of a checklist for application of
private security services license**

NOTE. Based on the requirements specified Ministry of Home Affairs according to *Private Agency Act 1971*.

B.1 Types of licenses according to *Private Agency Act 1971*

Types of licenses are:

1. Licence 2 (a) - Providing personal guard and protection for the safety of somebody else or safety of property or other people’s business
2. Licence 2 (b) - Gathering and giving information about behaviour, activities or other people’s business

B.2 Application for new license

The checklist on requirements for the application of Licence 2 (a) application is shown below.

Table B.2.1. Checklist on requirements for Licence 2 (a) application

Items	Availability	
	Yes	No
a) Copy of business plan working paper together with the biodata of shareholders and Board of Directors		
b) One of the shareholders is at least a former high-ranking officer of the police or army of Malaysia with the least rank of Assistant Commissioner of Police, OR A Colonel who owns 30 % of company shares equity, OR One is at least a former public officer in the management and professional group and has served in security sector at least five (5) years at the rank Grade 52, or has a certificate of security course or at the same level and holds 30 % of the company share equity.		
c) Private limited company		
d) Paying capital of RM 300,000.00		
e) 70 % shares hold by Bumiputera		

The checklist on requirement for the application of Licence 2 (b) application is a shown below.

Table B.2.2. Checklist on requirements for Licence 2 (b) application

Items	Availability	
	Yes	No
a) Copy of business plan working paper		
b) One of the shareholders is at least a former high-ranking officer of the Police or army of Malaysia with the least rank of ASP OR Captain who owns 30 % of company share equity.		
c) Private limited company		
d) Paying capital of RM 50,000.00		

Annex C
(informative)

Employment contract and termination of employment

C.1 Employment contract

An employment contract between the PSC and the personnel includes the following details:

- a) job title;
- b) effective date;
- c) probationary period (if necessary);
- d) criminal record screening and biometric verification (if necessary);
- e) pay and allowances;
- f) working days and hours;
- g) leave entitlement (includes medical leave);
- h) discipline and integrity;
- i) notice of termination;
- j) confidentiality;
- k) equality and diversity policy/procedure; and
- l) performance review policy/procedure.

C.2 Termination of employment

C.2.1 General

Notice periods should be one of the main terms and conditions of employment

An employment contract can be terminated at any time by either party; it could be a resignation or dismissal, redundancy or retirement.

The records of the personnel should be kept for at least 7 years from the ending of his employment.

C.2.2 Termination with notice

For a termination notice of an employment of contract to be effective, it **should** be in writing in the form of a termination or resignation letter with specific date of termination or resignation.

Both parties may also agree to waive the notice period by mutual consent. Such a waiver should be done in writing.

C.2.3 Termination without notice

Termination without notice can happen in situations such as breaking the terms of the contract, failure to pay salary and absence without reasonable cause.

PSA or the personnel may terminate the employment without notice when terms of employment have been breached.

The contract may require the party that initiates the termination to pay a monetary compensation (in addition to salary in lieu of notice) for terminating the contract before a specified period.

C.2.4 Termination due to misconduct

PSA should conduct an inquiry before taking any disciplinary action.

PSC may dismiss any personnel without notice if the person is found guilty of misconduct.

Annex D
(informative)

The checklist of risk assessment of the site

	YES	NO	Comments
PHYSICAL SITE SURVEY			
Is the premise clearly visible at all public access points?			
Does a fence or other type physical barrier define the perimeter of the facility?			
Are your 'staff only' areas clearly identified and separated from public areas?			
Is perimeter barrier considered to be a security safeguard?			
Is perimeter barrier set back 20 feet or more from transit facility property boundary?			
Is perimeter barrier under surveillance at all times?			
If building forms a part of the perimeter barrier, does it present a hazard at the point of juncture with the perimeter fence?			
Does it have any doors, windows, or other openings on perimeter side?			
Are doors and windows protected by security devices to prevent "ram raids"? (E.g. bollards or other security devices)			
Are openings, which permit access to the facility, secured? (E.g. culverts, tunnels, sewer manholes, utility access, sidewalk elevators)			
Are all entrance points in perimeter barriers guarded or secured?			
Are gates and/or other perimeter entrances, which are not in active use frequently inspected by guards or other personnel?			
Is the security officer responsible for security of keys to perimeter entrances?			
Do staff wear identification badges or a uniform at all times whilst in the premise?			
Are keys to perimeter entrances issued to people other than facility personnel, such as contractor personnel?			
Are all normally used pedestrian and vehicle gates and other perimeter entrances lighted?			

	YES	NO	Comments
SECURITY COMMUNICATIONS			
Is there a security communications system?			
Is perimeter barrier always under surveillance?			
Are there appropriate warning signs displayed relating to security and or video surveillance?			
PROTECTIVE LIGHTING			
Is the perimeter of the installation protected by lighting?			
Does night-time protective lighting provide the same degree of protection as daylight hours?			
Are lights checked for proper operation prior to darkness?			
Are gate security officers shack provided with proper illumination?			
Does the facility have a dependable auxiliary source of power?			
VEHICLES AND VEHICLE ACCESS CONTROLS			
Are vehicles prevented from entering restricted areas in your property?			
Are vehicles permitted to park close to the entrance of the premise?			
Are vehicles in carparks or other areas under the control of the licensee checked for unattended children at regular intervals?			
Are vehicles which have been identified as suspicious investigated as soon as they are discovered? (Vehicles parked close to entry points with occupants, vehicles parked in unusual positions, vehicles driving slowly around carparks with the occupants paying close attention to the activities, etc.)			
SECURITY			
Are entry points to the premise supervised?			
Is a security team provided?			
Is a security control centre/guard house area provided?			
Does the security control centre/guard house contain control equipment and instruments of all alarm, warning and guard communications systems?			

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	YES	NO	Comments
Are the security officers familiar with communications equipment used?			
Does the security control centre/guard house have direct communication with local municipal fire and police headquarters?			
Are general and special orders properly posted?			
Are security orders reviewed periodically to ensure applicability?			
Are periodic inspections and tests regularly conducted to determine the degree of understanding and compliance with all security officer orders?			
RECENT INCIDENT HISTORY			
Has there been a history of a specific type of crime occurring on the premise?			
Have there been any criminal incidents in the past 12 months?			
Have any organisation assets gone missing in the past 12 months?			

NOTE. Once the assessment has been carried out by PSC based on this checklist, it is recommended that the information therein is given the relevant security classification and be treated accordingly.



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