

AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

Email: asp2jws@gmail.com, Phone: 0120-4245444, 0120-4245666

Ref. SECU/SOP/PRE-11

Dated 08.09.2024

Standard Operating Procedure (SOP) for Security Committee

1. Objective

To help and recommend actions to the Amrapali Sapphire Phase 2 AOA Board of Management (BOM) that are needed for the safety and security of its residents, property, and assets.

2. Scope and Responsibilities

2.1 Security Policies Development and Implementation

- Develop and implement comprehensive security policies, including but not limited to:
 - Visitor management
 - Domestic worker management
 - Broker management
 - Temporary worker management
 - Parking management
 - Entry/exit management

2.2 CCTV Management

- Conduct periodic checks of existing CCTV systems
- Recommend installation of new CCTVs for improved surveillance
- Develop protocols for CCTV monitoring, data storage, and privacy protection

2.3 Security Personnel Deployment

- Provide recommendations on:
 - Optimal deployment locations for security guards
 - Required number of security personnel for effective coverage
- Develop training programs for security staff to enhance their skills and awareness

2.4 Traffic Safety Measures

- Make recommendations on:
 - Installation and maintenance of speed breakers
 - Placement of blind turn mirrors
- Develop and implement traffic management protocols within the complex

2.5 Asset Security

- Provide recommendations on the safety and security of society assets
- Develop inventory management system for society assets
- Implement access control measures for sensitive areas

2.6 Maintenance Processes and SOPs

- Recommend maintenance processes and SOPs to BOM
- Develop guidelines for regular security equipment maintenance
- Establish protocols for reporting and addressing security-related maintenance issues

2.7 Emergency Response Management

- Develop comprehensive emergency response plans
- Establish and train an emergency response team
- Create and maintain emergency communication protocols

2.8 Additional Security Measures

- Assess and recommend additional security measures as needed
- Stay updated on the latest security technologies and best practices
- Conduct regular security audits and risk assessments

3. Meeting Protocol

3.1 Frequency

- The Committee shall meet at least once a month
- Additional meetings may be held as frequently as required, either physically or virtually

3.2 Meeting Notification

- Convener/Co-convener to inform date & time of meeting at least 48 hours in advance
- Meetings to be rescheduled if more than 25% of members have reservations
- 48-hour notice may be dispensed with if majority of the strength agrees

3.3 Minutes

- Record minutes of each meeting
- Minutes should be signed by all attending members
- Share minutes with all committee members and BOM within 3 days of the meeting

3.4 Quorum

- At least 1/3rd of committee's strength (including Convener and Co-convener) required for quorum
- If quorum is not met, reschedule meeting to earliest possible date/time
- If quorum is still not met in rescheduled meeting, proceed with discussions and circulate minutes for majority approval

3.5 Advisor Participation

- Invite appointed advisor(s) to committee meetings
- Capture advisor views in meeting minutes

3.6 BOM Coordination

- Include designated BOM Coordinator in committee groups and communications

4. Decision-Making Process

- All decisions/recommendations to be made by majority of the committee strength
- Decisions can be made by physical/virtual presence or by circulation for assent/ratification
- In case of split views, conduct voting
- BOM to have the deciding vote in case of a tie

5. Budgeting and Financial Management

- Submit annual budget proposal to BOM by specified deadline
- Ensure all expenses are pre-approved by BOM
- Document all expenses with receipts
- Conduct regular financial reviews and report to BOM

6. Reporting and Documentation

- Coordinate with designated BOM member (Mr. Saurabh Gupta) for information/document requests
- Maintain records of all activities, communications, and transactions
- Submit monthly reports to BOM summarizing activities and progress

7. Code of Conduct

- Act in the best interest of the community
- Maintain transparency in all operations
- Disclose any conflicts of interest and abstain from voting where conflicts exist
- Maintain respect and professionalism in all interactions
- Refrain from using/transferring resident data to personal possession
- Obtain BOM approval before disclosing information publicly or implementing decisions

8. Conflict Resolution

- Resolve disputes within or between members/committees internally through discussion and consensus
- Escalate unresolved issues to BOM for mediation and final decision


9. Continuous Improvement

- Regularly review and update security measures and protocols
- Seek feedback from residents on security measures
- Stay informed about emerging security threats and solutions

10. Compliance and Legal Considerations

- Ensure all security measures comply with local laws and regulations
- Maintain necessary permits and licenses
- Regularly review and update procedures to align with legal requirements

This comprehensive SOP provides a detailed framework for the Security Committee's operations, incorporating all points from the original document while expanding on key areas. The committee should review and update this SOP periodically to ensure it remains effective and relevant to the evolving security needs of Amrapali Sapphire Phase 2.



8.9.24
(DPS RAJESH)
PRESIDENT