

## **NEW AMBADI ESTATES PRIVATE LIMITED**

### **Standard Operating Procedure (SOP) for Field Watchers and Gate Watchers NAE**

This SOP provides guidelines for field watchers and gate watchers to ensure the protection, monitoring, and safety of the rubber plantation and Conservation areas. The roles are crucial for preventing theft and maintaining security within the plantation premises.

#### **1. Field Watchers**

##### **Responsibilities:**

1. **Reporting Irregularities:** Report any irregular activities such as theft, unauthorized entry, or damage to trees or equipment.
2. **Daily Patrols:** Conduct regular patrols of assigned sections of the plantation to deter trespassers or unauthorized activities.
3. **Documentation:** Maintain a logbook for each shift that includes observations on plantation activities, any issues encountered, and reports of incidents.

##### **Procedure:**

#### **1. Start of Shift:**

- o Sign in with the supervisor.
- o Collect necessary equipment (torchlight, whistle).
- o Receive specific instructions for the day regarding the areas to monitor.

#### **2. Patrolling:**

- o Conduct systematic patrols, covering all designated zones.
- o Be alert for any signs of tampering with trees, theft, or unauthorized activities.
- o Document the condition of trees and activities observed in the logbook.

#### **3. Reporting Incidents:**

- o Use the mobile phone to immediately report suspicious activities or emergencies to the supervisor or security personnel.
- o Security Supervisor to complete an incident report for any notable events and submit it at the end of the shift.

#### **4. End of Shift:**

- o Return all equipment.
- o Submit the completed logbook and incident reports to the supervisor.
- o Debrief with the incoming field watcher for any ongoing concerns or issues.

## **2. Gate Watchers**

### **Responsibilities:**

1. **Control Entry and Exit:** Monitor the entry and exit points of the plantation to ensure that only authorized personnel and vehicles gain access.
2. **Maintain Visitor Records:** Keep detailed records of all visitors, including names, purpose of visit, time of entry and exit, and vehicle registration details.
3. **Inspect Deliveries:** Inspect all vehicles carrying goods in and out of the plantation to verify documentation and ensure no unauthorized removal of plantation resources (latex, tools, etc.).
4. **Enforce Security Protocols:** Enforce security measures by checking the identity of workers and visitors and ensuring compliance with safety procedures.
5. **Emergency Response:** In case of emergency (fire, theft, etc.), notify the security supervisor and estate FO/AFO/ Manager whoever is available and assist in coordinating response efforts.

### **Procedure:**

1. **Start of Shift:**
  - o Report to the security supervisor for the shift briefing.
  - o Receive instructions on any expected deliveries or visitors from Supervisor/ Estate officials.
2. **Gate Operations:**
  - o Open and close gates for vehicles and personnel only after proper verification.
  - o Check the identification of workers, visitors, and drivers.
  - o Record all movements in the entry/exit log, including details of individuals and vehicles.
3. **Inspection of Goods:**
  - o Verify that vehicles leaving with rubber, or any other materials have authorised gate pass. Gate passes can be issued by Personnel above and including assistant manager.
  - o Inspect vehicles to prevent unauthorized removal of material.
4. **Emergency Protocols:**
  - o Notify field watchers and the security supervisor immediately in case of unauthorized entry, theft, or any security breach.
  - o Lock gates and prevent exit if there is suspicion of theft until security has arrived.

**5. End of Shift:**

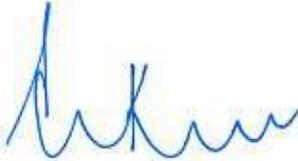
- Handover to the next gate watcher with a debrief on any significant events.
- Submit the logbook and any incident reports to the supervisor.

**3. General Guidelines for Both Roles:**

1. **Communication:** Maintain clear communication with supervisors, other watchers, and workers.
2. **Safety Protocols:** Ensure personal safety while on duty, especially during patrols in rough terrains.
3. **Behaviour:** Be professional, vigilant, and respectful in all interactions. Report any suspicious behaviour or activities without delay.

**4. Emergency Contact Information:**

1. Security Supervisor must provide mobile numbers of himself, Field staff, Office staff and factory staff to all the watchers.
2. Similarly, photos and mobile numbers of all the watchers must be updated with all the estate officers mentioned above. This can be done with the security WhatsApp group.



Signed By: **ARUN KUMAR**  
**CHIEF EXECUTIVE - PLANTATIONS**

Dated: 02.05.2024

**ISSUED ON – MAY 2024**  
**VALID TILL - APRIL 2026**