

**MMS PRIVATE LTD.**

**Security Training Schedule Program**

S.No.	Weekdays	09.30-10.30	10.30-11.15		11.30 -12.15	12.15 -13.00		14.00 -14.45	14.45-15.00	15.00 -15.45	16.30 -17.15
		0.45 Hrs	0.45 Hrs		0.45 Hrs	0.45 Hrs		0.45 Hrs	0.15 Hrs	0.45 Hrs	0.45 Hrs
1	<b>Monday</b>	Introduction - organisation Work Ethics, Discipline, Dress code	Basic Security & functions of Security	<b>Tea Break (11.15 - 11.30)</b>	Physical Security Measures	Physical Security Measures	<b>Lunch Break (13.00 - 14.00)</b>	Gate Control, Searching - Personnel / Vehicle / baggage checkig	Uniform Wearing Drill	Security of Personnel	Foot Drill
2	<b>Tuesday</b>	Methods of Personal Identification	Access Control		Security of Materials incoming / outgoing returnable	Scrap & Waste material movement		Key Control & Management	Gate Control 1.Patrolling Technique 2.Film	Security registers 1.Records 2.Courier handling	Security registers 1.Records 2.Courier handling
3	<b>Wednesday</b>	Front Office Management & Communication Skill	Screening of Visitors & Visitor management		Chemistry of Fire, Classification	Various Fire Extinguishers & Operations		Fire Hydrant systems & Operations	sprinklers smoke / Fire Detectors 1.Manual Call Points. 2. Fire Detectors 3.Actions in case of Fire	Film on fire	Fire Demo & Foot drill
4	<b>Thursday</b>	Bomb Threat Handling & Action	Building evacuation fire/bomb		Crisis Management	Electronic Security		Electronic Security	First Aid	First aid film	Foot Drill
5	<b>Friday</b>	Duties & Responsibilities of SO, ASO, FO, SG	Parking area security		ESI / PF	ISO 9001-2000 Document maintenance		Examination			
6	<b>Saturday</b>	Field Training at Various Units									