Post Orders

Assignment instructions (UK) for one site or post

COREDINATE by nomadia

1. Document control

Client		**Site name**	
Site address		**Post name / number**	
Version		**Effective date**	
Next review date		**Prepared by**	

2. Site and post overview

Site description and purpose of the post

What the client wants protected, the layout, and what this post is for.

Post	Days	Start	End	Officers	Licence type / armed status

3. Contacts and escalation

Role	Name	Phone	When to call
Emergency services (911 / 999)			
Site contact (client)			
Duty supervisor			
Control room / dispatch			
Key holder			
Out-of-hours manager			

4. Duties by time of shift

Time	Duty	Location	Record it in

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5. Patrols

Route	Frequency	Checkpoints	What to check

6. Access control, visitors and deliveries

Who may enter, which ID is accepted, how visitors and contractors are logged

7. Keys, alarms and site systems

Keys held, where they are kept, alarm and CCTV duties

Never write alarm codes or safe combinations into post orders.

8. Incidents and emergencies

Situation	First action	Who to notify	Form to complete
Fire alarm			
Medical emergency			
Intruder / trespasser			
Suspicious item			
Intruder alarm activation			
Missed lone worker check			
Use of force			

9. Limits of authority

What the officer must not do on this site

10. Officer acknowledgement

I have read and understood these post orders. I will ask my supervisor if anything is unclear.

Officer name	Licence / registration no.	Signature	Date

Role	Name	Signature	Date
Approved for the client			
Approved for the security company			

Post Orders - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

1. Document control

Client	Fernbridge Logistics Ltd	**Site name**	Riverside Distribution Centre
Site address	Unit 4, Riverside Industrial Estate	**Post name / number**	Post 1, Gatehouse
Version	3	**Effective date**	01/11/2026
Next review date	01/05/2027	**Prepared by**	J. Okafor, Operations Manager

2. Site and post overview

Site description and purpose of the post

24/7 warehouse with 40 dock doors and a yard for 60 trailers. Post 1 controls the vehicle gate, logs every driver and runs two yard patrols per night. The client's main risks are trailer theft and unauthorised drivers in the yard.

Post	Days	Start	End	Officers	Licence type / armed status
Post 1 Gatehouse	Mon-Sun	18:00	06:00	1	SIA Security Guarding, unarmed
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3. Contacts and escalation

Role	Name	Phone	When to call
Emergency services (999)		999	Fire, injury, crime in progress
Site contact (client)	D. Price, Site Manager	01632 960 114	Damage, dock faults, VIP visits
Duty supervisor	On-call rota	01632 960 120	Any incident, missed patrol, sickness
Control room / dispatch	Control	01632 960 121	Check-calls every 60 min
Key holder	M. Shaw	01632 960 133	Building alarm, lock-out
Out-of-hours manager	J. Okafor	01632 960 140	Police attendance, use of force

4. Duties by time of shift

Time	Duty	Location	Record it in
18:00	Handover with day officer, count keys, read log	Gatehouse	DOB
18:30	Lock pedestrian gate B	Gate B	DOB
22:00	Yard patrol 1, check trailer seals	Yard	Patrol log
02:00	Yard patrol 2	Yard	Patrol log
05:45	Unlock gate B, prepare handover	Gate B	DOB

5. Patrols

Route	Frequency	Checkpoints	What to check
Yard	22:00 and 02:00	Y1-Y8	Trailer seals intact, fence line, no persons in cabs