

RWE	Performing searches	Instructions
	I-028	

Performing searches

Location RWE Generation NL

Valid until 01-10-2020

Document information

Versions and authorisation

Version	Version date	Authorisation
V01	01-10-2017	Manager HS&S – R. Kamst
		Chairman WC RWE GCC-NL H. de Wit
		Manager HR M. Schuurmans

Changes compared with the previous version

- Purpose refined:
To check for theft and suchlike and Possession of non-authorised goods (e.g. alcohol, drugs, weapons, etc.)
- Clearer indication that preventive searches can be carried out as well as if violation is suspected
- The leading role for these activities is taken by the site MT. They can request searches and feedback on searches.

Purpose of instruction

To ensure documentation of the method to be used for performing (preventive) searches with a view to maintaining order and safety, in order to prevent the theft and embezzlement of property and goods of employees of and/or RWE Generation NL. Also to prevent the unlawful transporting of goods onto, or the possession of goods at, RWE Generation NL sites.

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Related processes

process	Title	Code
input	Access and site surveillance	P039
Output	Sanctions	P101

Work method

Where the term security officer appears below, it refers to both an RWE Generation NL security officer and a hired employee of an external security service.

The purpose of searches is:

- to check for goods that are not permitted at the site such as e.g. weapons, alcohol or drugs and
- to check for theft of goods or documents.

In the site instructions on bringing materials/equipment onto or removing them from the site, the regulations on how materials and/or equipment may be brought onto and removed from the site are stipulated. The check for compliance with these site instructions can take the form of a search.

Anyone present at the site or anyone who wishes to gain access to the site is obliged to allow a search to be carried out on them.

At the entrances to RWE sites, it is stated that on entering and leaving the RWE site clothing, baggage and vehicles may be searched.

Preventive searches can be carried out and if a violation of the rules is suspected such as theft. If that is the case, a member of the site MT will instruct the security department accordingly.

Searches

In the event of a search, the security officer is only authorised to:

- ask the person to be searched to open his or her baggage or vehicle or to show the contents of his or her clothing;
- if goods marked as belonging to RWE Generation NL are found, ask for a valid proof of removal;
- if the person is unable to produce a valid proof of removal, ask the person to voluntarily hand over the goods for safekeeping temporarily (max. 1 (day) shift) and issue a proof of receipt;

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- if goods are found for which no order or consent has been given for them to be brought onto the site or for possession thereof, tell the person that the goods are not permitted at the site. The goods can be left with the security department with a proof of receipt.

A search report will be drawn up by the security department of every search in the event of deviations. That report will be kept for 3 months by the security department. The HS&S Officer and the site manager will be notified of the deviation by the security department.

In the case of a strong suspicion of an offence, an investigation will be set up on the instructions of a member of the site MT. The sanction policy in P101 Sanctions applies.

In the event of violations and deviations, RWE will call the Police as standard practice on the instructions of the site manager.

If a person refuses to cooperate during a search and in the event of violations and deviations, the sanctions procedure will come into effect.

Work instructions for searches

Preventive searches can be carried out and if a violation is suspected. The following details will be recorded:

- the start time and the duration of the search period
- the criterion for selecting people and vehicles. In the case of a scheduled search, this is carried out at random without any discrimination.
- the names of the security personnel who carry out the search.

The searching of persons and their baggage will have to be carried out by at least one or two duly appointed and authorised security personnel. A second person may be an RWE employee.

This must be carried out in a restricted area where privacy and discretion must be ensured. If a woman is to be searched, the search is to be carried out by a female security officer.

Forms/Aids

- Definitive/temporary removal form (EP 01-055-A)
- Proof of receipt (EP 01-036)
- Search report (EP 01-008)

Terminology & abbreviations

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Abbreviation/term	Meaning
Searches	Inspection by showing the contents of baggage, clothing and means of transport in an area designated by the customer for this purpose or at the customer's site.