



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/570/VOL.XX/05

19 Aug, 2020

STANDARD OPERATING PROCEDURE (SOP) ON SECURE HANDLING OF STAFF PERSONAL FILES WHILE ON TRANSIT TO THE NEXT COMMAND DURING REDEPLOYMENT: NEED FOR COMPLIANCE

Personnel are the bedrock of every organisation that focus on goal getting and maintain positive corporate image. FRSC in compliance with the provision of Quality Management System as an ISO certified organisation has provided SOP on secure handling of staff personal files while in transit to the next Command during redeployment.

2. In view of the above, it is deemed necessary to put together the step-by-step procedure to be followed to serve as guide in handling Staff Personal Files (SPFs) while on transit to the next Command during redeployment. The SOP specifies the security measures needed to be adopted when moving SPFs from one Command to another or when requested through Court Order.

3. Consequently, Commanding Officers are by this circular directed to ensure that the content of the SOP is properly understood by all the staff under their purview by embedding it into their weekly brief, especially for Commands' Admin Staff and conduct periodic capacity building on the related SOPs for better understanding.

4. The Corps Marshal has much trust in the Commanding Officers and expects nothing less than integrity on your part in regards to this. Commanding Officers would be held responsible for any obstruction of communication of SPFs between Commands.

5. Treat as imperative.


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Deputy Corps Marshal (Admin & Human Resources)
For: Corps Marshal

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