

Procedure #	AD-200-P2	Revision #	02
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### Missing Items Procedure

1. Any found item shall be handed to the Director of Security Office. The Director of Security enters a description of the found item and time of receiving the item into the found items register and stores the item in a locked safe.
2. The Director of Security waits for a period of 3 days for someone to claim the found item.
3. If no one claimed the found item in 3 days, security department will announce the missing items on the students' notice board.
4. Any missing item shall be reported to the Director of Security Office who shall enter the description of the item, name and mobile number of the person reporting the incident.
5. The security department examines the found items register to check if the missing item was found and handed to the department. Else, the missing item record is kept active for any future report of missing items.
6. The Director of Security checks the specifications of the missing item to make sure that the item is handed to its right owner.

د. محمد بن سلطان

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