# Security Management Roles and Responsibilities

Ashley Cleaning Services Ltd has clearly defined and documented roles and responsibilities for maintaining the Security Management System (SMS). This ensures accountability, effective management, and continual improvement of our security performance.

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**Roles and Responsibilities**

1. **Directors / Senior Management: Paul Webb & Craig Sorrell**

- Provide leadership, resources, and strategic direction for the SMS.

- Approve the SMS policy, objectives, and targets.

- Review SMS performance during management review meetings.

- Ensure compliance with legal and regulatory security requirements.

- Support the development of a security-conscious culture across the organisation.

2. **Security Manager: Craig Sorrell**
- Develop, implement, maintain, and improve the SMS.

- Conduct risk assessments and maintain a security risk register.

- Monitor key security performance indicators (KPIs) such as incident reports, access control compliance, and staff training completion.

- Conduct and manage internal security audits.

- Oversee staff training, briefings, and communication regarding security policies and procedures.

- Report SMS performance to Senior Management.

- Implement corrective and preventive security actions.

- Maintain SMS documentation and ensure version control.

- Ensure emergency preparedness and response measures are in place, including incident response plans.

- Review and update security objectives, policies, and procedures as required.

**Organisation Chart**

[Click the document to download](#).

This policy is approved by Ashley Cleaning Services Ltd senior management and is effective immediately.

**Our Commitment**

Ashley Cleaning Services Ltd is committed to continual improvement and responsible growth. This EMS Employee Communication procedure provides the foundation for sustainable, compliant, and environmentally responsible operations.