

Duty Roster & Reliever Plan

Security & Facility Management

Document type: Plan / SOP / strategy / guide · Generated 16 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a duty roster and reliever plan for a security/FM site or operation — shift coverage, weekly-off scheduling, reliever allocation and overtime control — so posts are covered without gaps or excess cost. Describe the operation below.

Purpose of this tool & output

Cover every post across shifts

How the output is used

Use it to cover every post across shifts — a duty roster and reliever plan that keeps posts manned within hour limits.

Important cautions

AI-generated roster; respect statutory working-hour limits and adjust to your manpower.

Companion documents

- Guard / Staff Recruitment Kit
- Labour Statutory Compliance Guide
- Security / FM HR Policy Handbook
- Grievance Redressal SOP
- Attrition & Retention Plan
- Uniform & Kit Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.