

# Standard Operating Procedure (SOP)

## Visitor Access Control to Restricted Areas

This SOP details **visitor access control to restricted areas**, outlining procedures for authorization, identification verification, escort requirements, and access logging. It ensures the safety and security of sensitive locations by preventing unauthorized entry, protecting confidential information, and maintaining compliance with regulatory standards. The goal is to manage visitor movements efficiently while minimizing potential risks within restricted zones.

### 1. Purpose

To establish standardized procedures for granting, monitoring, and controlling visitor access to restricted areas.

### 2. Scope

This SOP applies to all visitors who require temporary access to any designated restricted area within the facility.

### 3. Responsibilities

- **Security Personnel:** Enforce access procedures and maintain access logs.
- **Area Supervisors:** Authorize and approve visitor access to restricted zones.
- **Hosts:** Escort visitors and ensure compliance with all procedures.
- **Visitors:** Adhere to all security protocols and report to security upon arrival.

### 4. Procedure

- Visitor Authorization**
  - All visitors requiring access must be pre-authorized by the Restricted Area Supervisor or designee.
  - A Visitor Access Request form (digital or paper) must be submitted at least 24 hours in advance, except in emergencies.
- Identification Verification**
  - Upon arrival, visitors must present a valid government-issued photo ID to security personnel.
  - ID details are verified and recorded before access is granted.
- Badge Issuance**
  - A temporary visitor badge is issued and must be visibly worn at all times in restricted areas.
- Escort Requirements**
  - Visitors must be accompanied by an authorized employee (the host) at all times within restricted areas.
- Access Logging**
  - All entries and exits must be logged, including time, visitor name, host name, and purpose of visit.
  - Logs must be maintained for a minimum of [specify retention period] for audit purposes.
- Prohibited Items**
  - Security will screen visitors for prohibited items. Unauthorized electronic devices, cameras, or recording equipment are not allowed unless specifically approved.
- Emergency Evacuation Procedures**
  - Hosts are responsible for the safety of their visitors and must ensure visitors understand emergency evacuation routes and procedures upon entry.
- Departure and Badge Return**
  - On completion of their visit, visitors must return badges to security and sign out in the access log.

### 5. Record Keeping

Document	Location	Retention Period
Visitor Access Request Forms	Security Office Files	2 years
Visitor Access Logs	Security Office (Logbook or Digital System)	2 years

## 6. Compliance

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Non-compliance with this SOP may result in disciplinary action and/or revocation of facility access privileges. Compliance audits will be performed periodically.

## 7. Revision & Review

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This SOP will be reviewed annually and updated as necessary to reflect operational, regulatory, or security changes.

## 8. Appendix

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- Visitor Access Request Form (sample)
- Sample Visitor Badge
- Contact information for Security Desk