

Standard Operating Procedure (SOP)

Visitor Pre-Registration and Approval Process

This SOP details the **visitor pre-registration and approval process**, covering steps for submitting visitor information, verification and background checks, approval workflows, communication protocols, and record-keeping. The objective is to ensure a secure, efficient, and organized management of visitor access, enhancing site security and compliance with company policies.

1. Scope

This SOP applies to all company personnel involved in inviting, authorizing, or managing visitors at company premises.

2. Responsibilities

- **Employees/Hosts:** Initiate visitor pre-registration and provide accurate information.
- **Security Team:** Review visitor information, conduct verification/background checks, and manage access records.
- **Approving Managers:** Approve or reject visitor entries as per company policy.
- **Reception:** Facilitate visitor check-in and coordinate with host/visitor.

3. Procedure

1. **Pre-Registration Submission**
 - The host/employee completes the Visitor Pre-Registration Form at least 24 hours prior to the visit.
 - Required visitor details: full name, organization, purpose of visit, visit date/time, contact info, identification details (e.g. ID/passport).
 - Submission via designated online portal or email to Security/Reception.
2. **Verification and Background Check**
 - Security reviews submitted information for completeness and accuracy.
 - Performs identity verification and background checks as per policy.
 - If discrepancies or flags are found, informs host and suspends processing.
3. **Approval Workflow**
 - Once verified, Security routes visitor information to the designated Approving Manager.
 - Manager reviews purpose and details, approves or rejects request in system.
 - If rejected, host is notified immediately with reason.
4. **Communication Protocols**
 - On approval, system/email notifies:
 - Host (confirmation and instructions)
 - Visitor (approval, entry requirements, check-in instructions, and contact person)
 - Reception/Security (for access preparation)
 - Changes or cancellations must be communicated promptly through the same channels.
5. **Record-Keeping and Documentation**
 - All visitor registration records (including approvals, rejections, and visits) are securely maintained for a minimum of [insert retention period as per policy].
 - Access records are reviewed periodically for compliance and audit.

4. Forms/References

- Visitor Pre-Registration Form (Appendix A)
- Visitor Approval Record (Appendix B)
- Company Visitor Policy Document

5. Revision History

Version	Date	Description	Author/Approver
1.0	[Insert Date]	Initial release	[Name]