

SOP Template: Luggage Handling and Vehicle Entry Procedures

This SOP details **luggage handling and vehicle entry procedures**, encompassing proper luggage inspection, secure handling techniques, vehicle access controls, driver identification verification, safety protocols during vehicle entry and exit, documentation requirements, and coordination with security personnel. The goal is to ensure the safe, efficient, and secure management of luggage and vehicles entering the premises, minimizing risk and maintaining operational integrity.

1. Purpose

To standardize luggage handling and vehicle entry procedures for safety, security, and operational efficiency.

2. Scope

Applies to all personnel involved in luggage handling and vehicle entry within the premises.

3. Responsibilities

- **Security Personnel:** Oversee access control, conduct inspections, and ensure compliance.
- **Luggage Handlers:** Safely handle and inspect luggage.
- **Drivers:** Comply with identification and vehicle inspection requirements.
- **Supervisors:** Monitor adherence to SOP and report discrepancies.

4. Procedure

4.1 Luggage Inspection and Handling

1. Receive luggage at designated entry points.
2. Inspect all luggage for damage or prohibited items using visual and/or electronic scanning methods.
3. Log details in the Luggage Register: date, time, description, owner/driver, and inspection results.
4. Tag luggage with a tracking/reference number.
5. Use proper lifting and handling techniques to prevent injury and damage.
6. Report and isolate any suspicious or unclaimed luggage immediately to security.

4.2 Vehicle Access and Entry Control

1. Direct vehicles to the designated inspection area.
2. Request and verify driver's identification (e.g., driver's license, company ID, delivery note).
3. Inspect vehicle exterior and interior, including trunk and cargo area, for unauthorized or dangerous items.
4. Log vehicle details: license plate, driver name, purpose of visit, time in/out.
5. Issue vehicle entry pass if authorized; deny access and escalate if not cleared.

4.3 Safety Protocols

- Ensure proper PPE (e.g., gloves, high-visibility vests) is worn at all times.
- Use barriers/signage to manage vehicle and pedestrian movement during inspections.
- Maintain clear communication with all personnel during entry and exit operations.
- In the event of a safety/security incident, activate emergency procedures and inform security control.

4.4 Documentation

- Maintain accurate logs for luggage, vehicle entries/exits, and inspection results.
- Submit daily reports of activities and incidents to the supervisor.

4.5 Coordination

- Liaise with security, reception, and other relevant departments for smooth operations.
- Conduct regular briefings and training to maintain protocol awareness.

5. Records

Document Name	Responsible Person	Retention Period
Luggage Register	Security/Reception	1 Year
Vehicle Entry Log	Security	1 Year
Incident Reports	Supervisor	5 Years

6. Revision & Review

- SOP reviewed annually or as required.
- Feedback and updates to be communicated to all affected personnel.