SOP: Physical Security and Restricted Access Measures

This SOP details the implementation of **physical security and restricted access measures** necessary to protect facilities, assets, and personnel. It includes guidelines for controlling entry to sensitive areas using identification systems, access logs, and security personnel. The procedures cover the installation and maintenance of physical barriers such as locks, gates, and surveillance equipment, as well as protocols for visitor management and emergency access. The goal is to prevent unauthorized access, enhance safety, and ensure compliance with security standards and regulations.

1. Purpose

To outline protocols for establishing and maintaining physical security and restricted access, ensuring only authorized personnel can access protected areas.

2. Scope

This SOP applies to all organization-controlled facilities, sensitive areas, assets, employees, contractors, and visitors.

3. Responsibilities

- **Security Manager:** Oversees implementation, reviews logs, and updates SOP as needed.
- **Security Personnel:** Enforces access rules, conducts monitoring, and responds to security incidents.
- **All Employees:** Comply with procedures and report suspicious activities.

4. Procedure

4.1 Access Control Systems

- Install identification systems (badge, biometric, PIN) at all entry points to restricted areas.
- Configure access permissions per job role and update as needed.
- Maintain secure and regularly updated access logs.

4.2 Physical Barriers

- Install and maintain locks, gates, fencing, and turnstiles as appropriate.
- Ensure all physical barriers are functional and inspected monthly.

4.3 Surveillance

- Install and monitor CCTV cameras in critical locations.
- Retain surveillance footage according to regulatory requirements.

4.4 Security Personnel

- Post trained security guards at main entrances and restricted zones.
- Ensure regular patrols of facility per established schedule.

4.5 Visitor Management

- All visitors must sign in at the reception and provide valid identification.
- Issue visitor badges and ensure visitors are escorted as necessary.
- Log visitor entry, exit times, and person visited.

4.6 Emergency Access

- Develop protocols for emergency responders to gain access without compromising security.
- Maintain a secured emergency key and access register.

5. Documentation & Records

- Access logs, surveillance records, incident reports.
- Visitor logs retained for minimum of 1 year or per compliance requirements.

6. Training

- All staff receive initial and annual refresher training on security measures and emergency protocols.
- Security personnel undergo advanced physical security training.

7. Enforcement

- Non-compliance will result in disciplinary action according to HR policy.
- Security breaches are investigated and reported per incident management procedures.

8. Review

- This SOP is reviewed annually or following any security incident.

9. References

- Company Security Policy
- Local and national security regulations
- Access control system manuals