

SOP: Visitor Management and Access Control Rules

This SOP defines **visitor management and access control rules** to ensure the security and safety of the facility. It covers procedures for visitor registration, identification verification, authorized access levels, escorting requirements, time restrictions, and monitoring of visitor activities. The goal is to prevent unauthorized entry, protect sensitive areas, and maintain a safe environment for employees and visitors alike.

1. Purpose

To establish a standardized procedure for managing and controlling visitor access to the facility, thereby safeguarding personnel, assets, and sensitive information.

2. Scope

This SOP applies to all visitors, vendors, contractors, and non-employees entering the premises, as well as all employees responsible for managing visitor access.

3. Definitions

Term	Definition
Visitor	Any non-employee seeking entry to the facility, including vendors, contractors, and guests.
Escort	An authorized employee responsible for accompanying visitors within designated areas.
Access Levels	Designated zones within the facility, each with specific clearance requirements.

4. Responsibilities

- **Reception/Security Staff:** Register and verify visitor identification, issue visitor badges, and monitor visitor access.
- **Host Employees:** Inform security/reception of visitor arrivals, ensure visitors are escorted as required, and enforce compliance with access rules.
- **Visitors:** Adhere to all facility policies, wear visible visitor badges, and remain with escorts in restricted areas.

5. Procedures

1. Pre-Registration (if applicable):

- The host employee submits visitor details to security/reception prior to arrival, including name, company, purpose, expected arrival and departure time.

2. Visitor Registration & Check-In:

- All visitors must sign in at the reception/security desk upon arrival.
- Each visitor presents valid government-issued identification for verification.
- Visitor details, including time of entry, are recorded in the visitor log (manual or electronic).
- A visitor badge is issued and must be worn visibly at all times.

3. Access Control:

- Access is strictly limited to authorized areas as specified by the host.
- Entry to sensitive or restricted areas requires prior approval and an authorized escort.

4. Escorting Requirements:

- Visitors must be accompanied by their host or a designated employee in all restricted zones.

5. Time Restrictions:

- Visitors are permitted on site during normal business hours only or as approved by management.
- Time of exit must be recorded and visitor badges returned at check-out.

6. Monitoring & Reporting:

- Security/reception staff monitor visitor movement and behavior throughout the visit.
- Suspicious activity must be reported to security management immediately.

6. Emergency Procedures

- In the event of an emergency, all visitors must comply with staff instructions and evacuation protocols.
- Reception/security maintains an up-to-date list of all visitors present for headcount or roll call during evacuations.

7. Non-Compliance

- Failure to adhere to visitor management and access rules may result in denial of entry, removal from the facility, or notification of appropriate authorities.

8. Recordkeeping

- Visitor logs are kept securely and retained according to organizational policy to support audits or investigations if required.

9. Review & Update

- This SOP will be reviewed annually and updated as necessary to reflect changes in security policies or operational requirements.

10. References

- Facility Security Policy
- Access Control Procedures
- Emergency Response Plan