

# SOP Template: Access Control Procedures for Entry and Exit Points

This SOP details **access control procedures for entry and exit points**, focusing on verifying identities, monitoring authorized personnel flow, managing visitor logs, enforcing security protocols, using electronic access systems, and ensuring compliance with organizational policies. The goal is to maintain secure premises by preventing unauthorized access while facilitating efficient movement of staff and visitors.

## 1. Purpose

To provide a standardized approach for controlling access to organizational premises through secure entry and exit points.

## 2. Scope

This SOP applies to all employees, contractors, visitors, and vendors requiring access to the organization's premises.

## 3. Responsibilities

- **Security Personnel:** Implement and monitor access control procedures.
- **Employees:** Comply with access control protocols and report suspicious activities.
- **Management:** Ensure access control systems are maintained and reviewed.

## 4. Procedures

- 1. Identity Verification**
  - All individuals must present valid identification (e.g., company ID, government-issued ID) at entry points.
  - Security personnel verify credentials using access control systems.
- 2. Authorized Personnel Flow**
  - Access level permissions are determined by job roles and responsibilities.
  - All staff must use assigned access cards or biometric authentication devices at entry/exit points.
- 3. Visitor Management**
  - Visitors are required to sign in at the main reception or security desk and present valid photo ID.
  - Visitor logs must include name, contact details, host, time of entry/exit, and purpose of visit.
  - Visitors must be accompanied by an authorized employee at all times.
- 4. Electronic Access Control Systems**
  - Utilize access cards, biometric readers, PIN codes, or electronic gates where applicable.
  - Regularly audit and update access permissions.
  - Report lost or stolen access devices immediately for deactivation.
- 5. Security Protocol Enforcement**
  - Monitor entry/exit points via CCTV and routine security patrols.
  - Challenge unknown or unauthorized individuals seeking access.
- 6. Compliance & Reporting**
  - Conduct periodic reviews of access logs and visitor records.
  - Document and report all security incidents or breaches as per organizational policies.

## 5. Documentation

Document	Description	Retention Period
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Access Log Sheets/System Records	Records of all entries and exits at controlled points	1 year
Visitor Log Books/Systems	Detailed list of all visitors entering/exiting premises	1 year
Incident Reports	Documentation of security incidents or breaches	5 years

## 6. Review and Update

This SOP should be reviewed annually and updated as necessary to reflect changes in organizational structure, security technology, or policies.

## 7. Approval

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_