

# Standard Operating Procedure (SOP)

## Issuing Visitor Badges and Security Access Control

This SOP details the process for **issuing visitor badges and security access control**, encompassing visitor registration, identification verification, badge issuance, and access level assignment. It ensures controlled and monitored entry to the premises, enhances security protocols, prevents unauthorized access, and maintains accurate visitor logs. The procedure includes guidelines for badge return, visitor escorting requirements, and incident reporting to uphold safety and security standards within the facility.

### 1. Purpose

To provide a standardized and secure method for registering and managing visitors, issuing badges, controlling access, and maintaining records to enhance facility security.

### 2. Scope

This SOP applies to all facility entry points, security personnel, reception staff, hosts, and all organizational visitors.

### 3. Responsibilities

- **Reception/Security Personnel:** Register visitors, verify identity, issue badges, and ensure visitors are escorted.
- **Visitor Host:** Pre-arrange visits, meet and escort visitors, ensure badge return.
- **Visitors:** Comply with access procedures, wear badges at all times, and follow facility policies.

### 4. Procedure

1. **Pre-Registration (Optional):**
  - Host submits visitor details in advance via approved system (if applicable).
2. **Arrival at Facility:**
  - Visitor reports to *Reception/Security Desk*.
  - Visitor provides valid government-issued photo ID.
3. **Identity Verification:**
  - Reception/security verifies visitor identification and checks visitor against pre-registration or approved entry list.
4. **Registration:**
  - Log visitor details (name, company, host, date/time, purpose, and issued badge number) in the **Visitor Logbook/System**.
5. **Badge Issuance:**
  - Issue visitor badge indicating access level (e.g., *Visitor, Contractor*).
  - Brief visitor on badge display requirements and facility rules.
6. **Access Control:**
  - Assign access permissions corresponding to visitor's purpose and area required.
  - Visitor must be escorted at all times by host or authorized personnel.
7. **Badge Return and Exit:**
  - Upon exit, visitor returns badge to reception/security.
  - Record time of departure and badge return in logbook/system.
8. **Incident Reporting:**
  - Report any lost badges, unauthorized access, or suspicious activity to security management immediately.

### 5. Visitor Badge Sample Log

Date/Time In	Name	Company	Host	Badge Number	Access Level	Date/Time Out
--------------	------	---------	------	--------------	--------------	---------------

Date/Time In	Name	Company	Host	Badge Number	Access Level	Date/Time Out
2024-06-01 10:05	John Doe	ABC Corp	Jane Smith	V-1023	Visitor	2024-06-01 11:15

6. Enforcement and Compliance

- Any unauthorized attempt to gain access will be reported for investigation.
- Repeat violations will result in facility access being revoked.
- Loss or theft of visitor badges must be reported immediately to security.

7. Review and Update

This SOP will be reviewed annually and updated as necessary by the Security Department to ensure ongoing effectiveness.

8. References

- Company Access Control Policy
- Information Security Guidelines
- Emergency Evacuation Procedures