SOP: After-Hours Entry and Exit Authorization Procedures

This SOP defines **after-hours entry and exit authorization procedures**, detailing the protocols for granting access to restricted areas outside regular business hours, the verification and documentation process for authorized personnel, security measures to prevent unauthorized entry, communication requirements before and after access, and responsibilities for monitoring and reporting any irregular activities. The goal is to maintain facility security while allowing necessary access during non-operational times.

1. Purpose

To establish secure, trackable procedures for authorizing, granting, documenting, and monitoring after-hours access to restricted areas, thereby protecting assets and personnel.

2. Scope

This SOP applies to all staff, contractors, visitors, and other personnel requiring entry to the facility outside normal business hours.

3. Responsibilities

- **Security Personnel:** Verify authorization, document entries/exits, and monitor activities.
- **Supervisors/Managers:** Approve access requests and report irregular activities.
- **Authorized Personnel:** Follow all entry/exit protocols and report any incidents immediately.

4. Procedures

1. **Access Request and Approval**
   - Personnel must submit an After-Hours Access Request Form (electronically or in writing) at least 24 hours in advance (unless in case of emergency).
   - Requests must be approved by a supervisor/manager with access privileges.
2. **Verification and Documentation**
   - Upon arrival, authorized personnel must present valid identification (ID badge or equivalent) to security staff.
   - Security logs entry time, reason for access, and areas to be accessed in the **After-Hours Entry/Exit Log** (see template below).
3. **Entry/Exit Protocols**
   - Authorized personnel must be escorted by security if required by policy.
   - Upon exit, security logs departure time and confirms all restricted areas are secure.
4. **Security Measures**
   - All external doors must remain secured except for the designated entry/exit point.
   - CCTV monitoring must remain active and reviewed as needed.
   - Security personnel should conduct regular patrols during after-hours access periods.
5. **Communication Requirements**
   - Authorized personnel must notify the on-duty security and relevant supervisor immediately prior to entry and after exit.
   - Any incidents or irregularities must be reported to the supervisor and security manager within 1 hour.
6. **Monitoring and Reporting**
   - All activities during after-hours must be recorded.
   - All suspicious or unauthorized activity must be escalated according to the Incident Response SOP.

5. After-Hours Entry/Exit Log Template

Date/Time (Entry)	Date/Time (Exit)	Name	ID/Badge #	Area(s) Accessed	Purpose	Supervisor Approval	Security Staff Initials	Remarks

6. References

- Incident Response SOP
- Access Control Policy
- Company Security Manual

7. Revision History

Date	Revision	Description	Author
2024-06-10	v1.0	Initial SOP draft	Admin