

# SOP Template: Issuing Visitor Badges and Access Control Measures

This SOP details the process for **issuing visitor badges and access control measures**, encompassing visitor registration, badge issuance protocols, access level determination, security screening, badge return procedures, and monitoring visitor movements within the premises. The goal is to enhance security, ensure authorized access, and maintain a safe environment by efficiently managing and controlling visitor entry and access throughout the facility.

## 1. Purpose

To outline standard procedures for registering visitors, issuing badges, determining access levels, implementing security screening, monitoring movement, and ensuring the return of badges at the end of each visit.

## 2. Scope

This SOP applies to all visitors, security staff, receptionists, and facility managers involved in the entry, registration, and monitoring of visitors within [Facility Name].

## 3. Responsibilities

- **Receptionist/Security Staff:** Register visitors, verify identity, issue/retrieve badges, log entry/exit times.
- **Facility Manager:** Ensure procedures are followed; approve visitor access levels when needed.
- **Visitors:** Provide valid identification, wear issued badges visibly, adhere to security protocols, return badges upon exit.

## 4. Procedure

1. **Visitor Registration**
  - Visitor arrives at designated entry point.
  - Receptionist/security personnel greet and request a valid photo ID.
  - Visitor details (name, organization, contact, person to visit, purpose, time in) are recorded in the Visitor Log (manual or electronic).
2. **Security Screening**
  - Screen visitors as per facility's security protocol (e.g., bag checks, metal detector, prohibited items policy).
  - Deny entry if visitor fails screening; escalate to security management.
3. **Determination of Access Level**
  - Receptionist/facility manager confirms locations and levels the visitor may access.
  - Access level is noted on badge or digitally programmed if applicable.
4. **Issuing Visitor Badge**
  - Assign a visible, numbered or identified visitor badge.
  - Record the badge number issued in the visitor log.
  - Inform visitor of security protocols and restricted areas.
5. **Monitoring Visitor Movements**
  - Escort visitors if required for higher security areas.
  - Monitor visitor movement via CCTV, logs, or periodic staff checks.
6. **Returning Visitor Badge and Sign-Out**
  - Upon exit, visitor returns badge to the receptionist/security desk.
  - Log exit time and confirm badge return.
  - If badge is lost, record the incident and follow the lost badge procedure.

## 5. Documentation & Records

- Visitor Log (manual or electronic) – stores registration, badge number, access area, entry/exit times, and signature.
- Incident Reports (for denied or escalated visitors, lost badges, or security breaches).

## 6. Attachments

- Visitor Log Template (see sample below)

- Sample Visitor Badge Template
- Security Screening Checklist

Sample Visitor Log Table

Date & Time In	Visitor Name	Company	Person Visited	Purpose	Badge Number	Access Level	Time Out	Signature
2024-07-01 09:15	Jane Doe	Acme Corp	John Smith	Meeting	V012	Office Only	2024-07-01 10:05	Jane Doe

7. Review & Revision

This SOP should be reviewed annually or upon significant changes in facility security protocols, visitor volumes, or compliance requirements.