

# SOP: Office Access Control and Visitor Management

This SOP defines **office access control and visitor management** procedures, covering authorized entry protocols, visitor registration and identification, access permissions, security monitoring, and escorting requirements. The goal is to maintain a secure office environment by preventing unauthorized access, ensuring accurate visitor tracking, and protecting personnel and assets through effective access control measures and visitor handling practices.

## 1. Purpose

To establish standardized procedures for controlling and monitoring access to office premises and managing visitors to ensure safety and security.

## 2. Scope

This SOP applies to all employees, contractors, vendors, and visitors entering or exiting the office premises.

## 3. Responsibilities

Role	Responsibility
Security Personnel	Monitor access points, verify identification, register visitors, and enforce access protocols.
Reception Staff	Assist in visitor registration, provide visitor badges, and notify hosts of arrivals.
Employees	Display authorized identification, ensure visitors are properly escorted, and report any security concerns.
Management	Oversee implementation of access control systems and provide training on procedures.

## 4. Procedures

### 4.1 Authorized Entry Protocols

- All personnel must use company-issued identification cards/badges or access control methods to enter the office.
- Access points will be secured with electronic readers, keypad entry, or biometric systems.
- Unauthorized or tailgating entry is strictly prohibited and must be reported immediately.

### 4.2 Visitor Registration and Identification

- All visitors must sign in at the main reception or security desk upon arrival.
- Visitors must present valid government-issued photo identification.
- Visitor details (name, purpose, host, entry/exit time) must be recorded in the visitor log.
- Visitors will be issued a temporary badge that must be worn visibly at all times.
- Visitor badges are to be returned upon exit.

### 4.3 Access Permissions

- Employee access is restricted based on role and area authorization.
- Temporary access permissions may be granted for contractors and vendors, subject to approval.
- Visitor movement is limited to pre-approved areas and always under escort.

### 4.4 Security Monitoring

- All entry/exit points will be monitored using CCTV cameras, alarm systems, and/or security personnel.
- Any suspicious activity must be reported to security immediately.
- Regular audits of access logs and visitor records will be conducted.

### 4.5 Escorting Visitors

- The host employee must escort visitors at all times while on the premises.
- Visitors are not permitted to roam unaccompanied.

3. For sensitive or restricted areas, additional escort clearance may be required.

## **5. Violation and Escalation**

- Any breach of access control or visitor management procedures must be reported to security and management immediately.
- Violators may be subject to disciplinary action, up to and including termination, and/or legal action as appropriate.

## **6. Record Keeping**

- Maintain visitor logbooks and access control records for a minimum period as specified by company policy.
- Ensure all records are stored securely and accessible only to authorized personnel.

## **7. Review and Revision**

- This SOP will be reviewed annually or when significant changes occur in office layout or procedures.
- Revisions must be approved by the management and communicated to all staff.