

Standard Operating Procedure (SOP): Site Access Control and Visitor Management

1. Purpose

This SOP defines the procedures for **site access control and visitor management**, focusing on secure entry and exit protocols, visitor identification and authorization, issuance of visitor badges, escorting visitors within the premises, maintaining accurate visitor logs, and ensuring compliance with safety and security policies. The goal is to protect assets, personnel, and information by effectively controlling and monitoring all site access activities.

2. Scope

This SOP applies to all employees, contractors, and external visitors accessing the company site or facility.

3. Responsibilities

- **Security Personnel:** Administer site access, verify identification, issue badges, and maintain visitor logs.
- **Hosts (Employees/Departments):** Authorize and escort visitors, ensure compliance, and notify Security of expected visitors.
- **Visitors:** Comply with site policies, display badges at all times, and remain with escorts as required.

4. Procedure

4.1. Entry Protocol

1. All visitors must report to the main entrance or designated security checkpoint.
2. Security verifies the visitor's identity (government-issued photo ID or equivalent) and purpose of visit.
3. Security contacts the host employee to confirm the visit and authorization.
4. If authorized, visitor details are recorded in the visitor log (name, affiliation, time in/out, host, purpose).
5. A visitor badge is issued, and the visitor is briefed on site rules and emergency procedures.

4.2. Badge Issuance and Wear

1. Visitor badges must display the visitor's name, date, and a unique identifier.
2. Badges must be worn visibly at all times within the premises.
3. Expired or misused badges must be confiscated and reported to security management.

4.3. Escorting Visitors

1. The host or authorized employee must escort visitors at all times unless otherwise approved.
2. Visitors must not access restricted or sensitive areas unless specifically authorized.
3. Hosts are responsible for visitor conduct and adherence to safety/security policies.

4.4. Exit and Badge Return

1. Hosts ensure visitors return to the checkpoint upon departure.
2. Visitor badges are collected and recorded as returned in the visitor log.
3. Time of exit is noted in the log. Security verifies all badges are accounted for at end of shift.

5. Visitor Log Template

Date	Visitor Name	Company/Affiliation	Purpose	Host	Time In	Time Out	Badge No.

6. Compliance and Review

- Non-compliance with access and visitor procedures must be reported and may result in disciplinary action.
- This SOP will be reviewed annually or after significant security incidents.

7. Document Control

Version	Date	Author	Approved By	Remarks
1.0	2024-06-15	[Author Name]	[Approver Name]	Initial release