SOP Template: Escort and Supervision Requirements for Visitors

This SOP defines **escort and supervision requirements for visitors** to ensure their safety and security within the facility. It includes procedures for visitor identification, authorization, escort assignment, and ongoing supervision during their visit. The guideline aims to prevent unauthorized access, protect sensitive areas, and maintain a secure environment by ensuring visitors are accompanied by qualified personnel at all times.

1. Purpose

This Standard Operating Procedure (SOP) outlines the required processes for the escort and supervision of visitors to the facility to ensure their safety and protect company assets and sensitive areas.

2. Scope

This procedure applies to all visitors, contractors, and non-employees entering any part of the facility, unless otherwise noted.

3. Responsibilities

Role	Responsibility
Security Personnel	Verify identification, maintain visitor logs, issue visitor badges, and coordinate escort assignments.
Host Employee	Initiate visitor authorization, request escort assignment, and ensure continuous supervision.
Escort	Accompany and monitor the visitor at all times, ensuring restricted areas are not accessed without proper authorization.
Visitor	Follow all safety and security protocols, wear a visible visitor badge, and remain with the assigned escort at all times.

4. Procedure

1. **Visitor Pre-authorization**
    - The host employee notifies Security in advance about expected visitors and provides necessary details (name, company, purpose, date/time).
2. **Identification and Check-in**
    - All visitors must present valid identification upon arrival.
    - Security staff will record visitor details in the visitor log and issue a visitor badge.
3. **Escort Assignment**
    - Each visitor must be assigned a qualified escort (employee or authorized staff) for the duration of their visit.
4. **Access Control**
    - Visitors are only permitted in areas necessary for their approved business.
    - Access to restricted or sensitive areas requires additional authorization and supervision.
5. **Supervision Requirements**
    - Assigned escorts must maintain visual and physical proximity to the visitor at all times.
    - The escort must not leave the visitor unattended in any area.
6. **Check-out Procedure**
    - Upon completion of the visit, the escort returns the visitor to the security desk for check-out.
    - Visitor badge is surrendered and exit is logged by security personnel.

5. Exceptions

Any exceptions to this SOP require prior written approval from the Security Manager and must be documented.

6. Documentation and Records

- Visitor logbooks (physical or electronic)
- Visitor authorization forms and records

- Escort assignment logs

7. Review and Update

This SOP shall be reviewed annually or upon significant changes to security protocols or facility layout.

8. References

- Company Security Policy
- Access Control Procedures
- Site Emergency Procedures