

SOP Template: On-site Usage Guidelines and Accountability

This SOP defines **on-site usage guidelines and accountability**, covering the proper use of facilities and equipment, access control protocols, user responsibilities, tracking and reporting usage, maintenance and cleanliness standards, and compliance with safety regulations. The objective is to ensure efficient resource utilization, maintain operational integrity, and uphold accountability among all personnel accessing and using on-site assets.

1. Purpose

To establish standardized procedures for the responsible use and management of on-site facilities and equipment, while ensuring safety, accountability, and regulatory compliance.

2. Scope

This SOP applies to all personnel, contractors, and authorized visitors utilizing the company's on-site assets and resources.

3. Definitions

Term	Definition
On-site Assets	All facilities, physical equipment, resources, and property present on company premises.
User	Any authorized individual accessing and utilizing on-site assets.
Access Control	Protocols and systems used to monitor and restrict entry to facilities and equipment.

4. Responsibilities

- **Managers/Supervisors:** Enforce SOP, provide training, monitor compliance, and address violations.
- **All Personnel:** Adhere to guidelines, report incidents, and use assets responsibly.
- **Security/Facilities Staff:** Maintain access records, inspect facilities, and perform necessary maintenance.

5. On-site Usage Guidelines

- Use all facilities and equipment only for their intended purposes.
- Report malfunctioning/damaged equipment immediately to the appropriate authority.
- Abide by all posted signage, operational instructions, and safety notices.
- Comply with all hours of operation and restricted area designations.

6. Access Control Protocols

- Entry is restricted to authorized personnel; use assigned badges/credentials at all times.
- Visitors must register and be accompanied by an authorized employee.
- Do not loan access keys/cards to others or allow tailgating.
- Report lost or stolen access items immediately.

7. User Accountability

- Users are responsible for the condition of assets during and after use.
- All usage must be logged as per departmental requirements (sign-in/out sheets, digital logs, etc.).
- Any incidents, damage, or safety risks must be reported promptly.

8. Maintenance and Cleanliness Standards

- Clean all workspaces and equipment after use.
- Dispose of waste in designated containers and follow recycling protocols.
- Report facility issues or hazards to facilities management without delay.

9. Safety and Compliance

- Follow all occupational health and safety guidelines as outlined in company policies.
- Attend mandatory safety trainings and refreshers.
- Report unsafe conditions or practices immediately.

10. Monitoring, Documentation & Reporting

- Maintain accurate logs of facility and equipment usage.
- Periodic audits will be conducted to ensure compliance and identify improvement areas.
- Non-compliance incidents will be documented and may result in disciplinary actions.

11. Review and Revision

- This SOP shall be reviewed annually or when significant operational changes occur.
- All updates must be communicated to relevant stakeholders.

12. References

- Company Health, Safety & Environmental Policy
- Facility Management Manual
- Access Control Policy