

Standard Operating Procedure (SOP)

Site Access Control and Visitor Management

This SOP defines **site access control and visitor management** procedures to ensure the security and safety of the premises. It covers protocols for identification, authorization, and tracking of visitors, issuance of access badges, supervision requirements, and rules for restricted area entry. The objective is to prevent unauthorized access, safeguard personnel and assets, and maintain an organized record of all site visitors for efficient site management and emergency response readiness.

1. Purpose

To establish standardized procedures for controlling access and managing visitors on site, ensuring only authorized personnel enter designated areas, and all visitors are properly recorded and supervised.

2. Scope

This SOP applies to all employees, contractors, vendors, and other visitors seeking access to the site premises.

3. Responsibilities

- **Site Security Personnel:** Monitor access points, verify visitor identity, issue access badges, and enforce all access procedures.
- **Receptionist/Front Desk:** Receive visitors, assist with registration, and notify hosts.
- **Hosts/Employees:** Submit visitor requests, escort guests, and ensure visitor compliance with site rules.
- **Site Manager:** Oversee compliance and address any access violations or incidents.

4. Procedures

4.1 Visitor Pre-Authorization

- All visitors must be pre-approved by a site manager or designated employee. Advance notice should be given for expected visitors where possible.
- A visitor request form or email should include visitor's name, organization, purpose of visit, expected arrival time, and host contact.

4.2 Arrival and Registration

- Visitors report to the main entrance/security desk.
- Visitors present government-issued photo ID for verification against the pre-authorization list.
- All visitors complete and sign the Visitor Log (electronic or manual) with the following details:
 - Name
 - Organization/Company
 - Date and time of entry
 - Purpose of visit
 - Name of host/contact person
 - Contact information

4.3 Badge Issuance

- Upon approval, visitors are issued temporary identification badges, which must be visibly worn at all times while on site.
- Restricted area access may require additional authorization and a different badge color/type.
- Badges are collected and deactivated upon visitor departure.

4.4 Escort and Supervision

- Visitors must be escorted by their host or designated personnel at all times.
- Unaccompanied visitors are not allowed in any secure or restricted areas.
- Hosts are responsible for ensuring visitors are aware of and adhere to all safety and security policies.

4.5 Restricted Area Entry

- Access to restricted/critical zones requires written authorization from the site manager.

- Additional registration and security protocols (bag checks, sign-in/out at restricted area security posts) may be required.

4.6 Departure and Sign-Out

- Upon leaving, visitors must sign out, surrender visitor badges, and be escorted to the exit.
- Departure times are recorded in the Visitor Log.

5. Recordkeeping and Documentation

- All Visitor Logs and access records must be securely maintained for a minimum of *12 months* (or as specified by policy).
- Access badge issuance and usage records are reviewed regularly for security compliance.
- Incident reports are filed for any unauthorized entry or access control breach.

6. Emergency Procedures

- Visitor lists are updated in real time and made available to emergency responders during evacuations or emergencies.
- All visitors must be accounted for at assembly points and during roll calls.

7. Non-compliance

- Failure to follow these procedures may result in denial of access, removal from premises, or additional disciplinary action for involved employees.

Forms & Appendix

- Visitor Request/Pre-Authorization Form
- Sample Visitor Log Sheet
- Access Badge Issuance Log
- Site Map with Restricted Areas Highlighted

Approved by: _____ **Date:** _____

Review Date: _____