

SOP: Visitor and Staff Movement Restrictions and Management

This SOP details **visitor and staff movement restrictions and management** to ensure safety and security within the facility. It covers access control protocols, designated pathways, restricted zones, identification and authorization requirements, monitoring and supervision processes, and procedures for managing unauthorized movement. The objective is to maintain an organized environment, prevent unauthorized access, and protect both personnel and assets by regulating the movement of visitors and staff effectively.

1. Purpose

To provide a standardized procedure for monitoring, managing, and restricting the movement of visitors and staff to enhance safety and security within the facility.

2. Scope

This SOP applies to all facility personnel, visitors, contractors, and third-party vendors who may enter or move through the premises.

3. Definitions

- **Visitor:** Any non-employee who enters the facility.
- **Staff:** All employees, contractors, and authorized agents working on-site.
- **Restricted Zone:** Area within the facility where access is limited to authorized personnel only.

4. Responsibilities

Role	Responsibility
Security Personnel	Enforce access controls, monitor movement, report and document unauthorized access.
Facility Manager	Approve access rights, maintain restricted zone list, oversee adherence to SOP.
Staff	Comply with movement policies and report suspicious activity.
Visitors	Adhere to authorized pathways, wear identification, and follow escort procedures.

5. Procedures

5.1 Access Control Protocols

- All staff must use assigned identification badges/access cards to enter and exit controlled areas.
- Visitors must sign in at reception, provide government-issued ID, and receive a visitor badge.
- Visitor badges must be worn at all times and returned upon exit.

5.2 Designated Pathways and Restricted Zones

- Movement is restricted to authorized pathways clearly marked with signage.
- Access to restricted zones is limited to authorized staff. Visitors require an escort at all times.
- Signs and barriers must be in place to demarcate restricted zones.

5.3 Identification and Authorization

- Staff and visitors must display identification visibly while on premises.
- Only persons with proper authorization may enter restricted zones.

5.4 Monitoring and Supervision

- Security personnel will monitor CCTV and conduct regular physical patrols to ensure compliance.
- Incident logs must be maintained for any movement-related violations.

5.5 Handling Unauthorized Movement

- Any unauthorized movement detected must be reported immediately to security.
- Individuals found in restricted or unauthorized areas must be escorted out and questioned.
- Security will document the incident and inform management as necessary.

6. Training

All staff will receive training on site access protocols and emergency procedures. Visitors will be briefed on movement restrictions upon entry.

7. Compliance and Review

The Facility Manager will review this SOP annually and update as necessary to address new security risks and operational changes.

***Note:** For emergencies, follow the facility's established emergency evacuation procedures.*