SOP Template: Visitor Departure Sign-out and Badge Return Process

This SOP details the **visitor departure sign-out and badge return process**, including verification of visitor identity, badge collection, completion of sign-out records, and ensuring all visitors have returned their badges before leaving the premises. The procedure aims to maintain accurate visitor logs, ensure security compliance, and prevent unauthorized access, thereby safeguarding the facility and its occupants.

1. Purpose

To define the standard procedure for signing out departing visitors and ensuring the return of issued visitor badges to maintain accurate log records and facility security.

2. Scope

This procedure applies to all security staff, front desk personnel, and visitors at [Facility Name].

3. Responsibilities

- **Security/Front Desk Staff:** Enforce sign-out and badge return processes; maintain visitor records.
- **Visitors:** Abide by sign-out procedures and return badges before exiting.

4. Procedure

1. **Visitor Notification of Departure:**
   - Visitor approaches security/front desk to indicate departure.
2. **Identity Verification:**
   - Staff verifies visitor identity by checking the badge and confirming details with the sign-in log.
3. **Badge Collection:**
   - Staff requests the visitor return the issued badge.
   - Inspect badge condition and note any discrepancies.
4. **Completion of Sign-out:**
   - Staff records sign-out time in the visitor log (manual or electronic).
   - Visitor signs the sign-out register, if required.
5. **Final Check:**
   - Ensure all visitors have returned badges prior to leaving premises.
   - Address any missing badges as per the lost badge procedure.
6. **Visitor Exit:**
   - Allow visitor to exit the facility only after successful sign-out and badge return.

5. Records Management

- Maintain completed sign-in/sign-out log sheets for at least [X] years.
- Securely store logs to protect personal information.

6. Exceptions and Escalation

- Report unreturned or damaged badges to the Security Manager immediately.
- Follow facility protocol for lost visitor badges.

7. Revision History

Version	Date	Description	Author
1.0	[Date]	Initial creation	[Author]