Standard Operating Procedure (SOP)
Daily Campus Access Control and Gate Management

Purpose

This SOP details the procedures for **daily campus access control and gate management**, ensuring secure and efficient entry and exit of personnel and vehicles. It covers identification verification, visitor registration, vehicle inspection, access authorization, gate operation protocols, shift handover procedures, and incident reporting. The aim is to maintain campus security, prevent unauthorized access, and facilitate smooth traffic flow at all entry points.

Scope

This SOP applies to all security personnel, staff, students, visitors, contractors, and drivers accessing the campus through all entry and exit gates.

Responsibilities

- **Security Supervisor:** Overall coordination and compliance monitoring.
- **Gate Security Officers:** Enforce access procedures, conduct verification, maintain records.
- **All Personnel:** Comply with identification and access requirements.

Procedures

1. Identification Verification

- All persons entering campus must present valid ID cards (staff, student, or authorized personnel passes).
- Gate officers verify IDs visually or scan using the designated system.

2. Visitor Registration

- Visitors must sign in at gate, provide valid identification, state purpose of visit, and host details.
- Visitor pass issued and host notified for escort or acknowledgment.

3. Vehicle Inspection & Access

- Vehicles must display campus stickers or present authorization documents.
- Gate officers inspect incoming and outgoing vehicles, including boots/trunks if necessary.
- Unidentified vehicles require confirmed approval from campus administration before entry.

4. Access Authorization

- Verify each individual's access level and restrict access to unauthorized areas.
- Deny entry to persons without valid authorization; report issues to supervisor.

5. Gate Entry/Exit Operations

- Maintain orderly queue for vehicles and pedestrians.
- Open/close gates promptly to control traffic flow and minimize congestion.
- Monitor CCTV and two-way radio communication as required.

6. Shift Handover Procedures

- Outgoing and incoming officers must conduct briefings, hand over keys, equipment, registers, and report any irregularities.
- Document handover details in logbook.

7. Incident Reporting

- Report suspicious activity, unauthorized access, security breaches, or accidents to the security supervisor immediately.
- Log all incidents in the incident report register with time, description, and actions taken.

Records and Documentation

- Access logbook/register
- Visitor entry/exit records
- Incident report register
- Vehicle inspection log
- Shift handover log

References

- Campus Security Policy
- Emergency Response SOPs

Review and Revision

This SOP shall be reviewed annually or when necessary updates arise. All revisions must be documented and approved by the Security Supervisor and Administration.