

# Standard Operating Procedure (SOP)

## Issuance and Setup of Staff Identification and Access Badges

This SOP details the **issuance and setup of staff identification and access badges**, covering the procedures for requesting, approving, producing, and distributing staff ID badges, as well as configuring access permissions to secure areas. It ensures proper identification of personnel, enhances workplace security, controls access to sensitive locations, and maintains accurate records of badge issuance and usage.

### 1. Purpose

To establish a standardized process for issuing and setting up staff identification and access badges to authorized personnel.

### 2. Scope

This procedure applies to all employees, contractors, and temporary staff requiring an identification and access badge for entry to company premises and secure areas.

### 3. Responsibilities

- **Human Resources (HR):** Verify staff eligibility and initiate badge requests.
- **Security Department:** Approve requests, configure access permissions, and maintain issuance records.
- **IT/Facilities:** Produce badges and distribute them to recipients.
- **Staff Members:** Submit requests and follow badge usage guidelines.

### 4. Procedure

1. **Request Initiation:**
  - HR receives staff onboarding or access change request.
  - HR completes and submits badge request form to Security.
2. **Approval:**
  - Security reviews request for authorization and necessity.
  - Security approves or rejects the request; notifies HR of decision.
3. **Badge Production:**
  - Upon approval, IT/Facilities collects required details and staff photo.
  - Badge is printed and programmed with appropriate access credentials.
4. **Badge Issuance and Distribution:**
  - Staff member is scheduled for badge pickup and signs issuance log.
  - Staff instructed on correct badge usage and responsibilities.
5. **Access Setup:**
  - Security configures digital access rights per role or department.
  - Testing performed to verify badge functionality in required areas.
6. **Record Keeping:**
  - Security maintains a log of all issued, updated, and deactivated badges.
  - Any lost, stolen, or compromised badges are promptly reported and deactivated.

### 5. Related Documents

- Staff Onboarding Form
- Badge Request Form
- Access Rights Assignment Policy
- Lost Badge Reporting Procedure

### 6. Revision History

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Version	Date	Description	Author
1.0	2024-06-01	Initial SOP release	HR/Security