

# SOP: Building Access and Security Badge Issuance

This SOP details the process for **building access and security badge issuance**, including eligibility criteria, application procedures, badge design and issuance, access level assignments, badge usage guidelines, lost or stolen badge reporting, periodic badge reviews, and security protocol compliance. The objective is to ensure controlled access to facilities, enhance security measures, and protect personnel and assets by implementing standardized badge management and monitoring practices.

## 1. Purpose

---

The purpose of this SOP is to establish a consistent process for building access and security badge issuance, ensuring that only authorized personnel gain entry to designated areas for safety and security reasons.

## 2. Scope

---

This SOP applies to all employees, contractors, vendors, and visitors requiring access to company facilities.

## 3. Eligibility Criteria

---

- Employees: Must be on active payroll and have received necessary onboarding training.
- Contractors & Vendors: Must have a valid contractual agreement or purchase order.
- Visitors: Must have a sponsor within the facility and submit valid identification.

## 4. Application Procedures

---

1. Submit a completed Badge Application Form to the Security Office.
2. Provide required identification and authorization documents.
3. Complete required security and safety training (if applicable).
4. Undergo a photo capture session for badge printing.
5. Await approval notification from Security Administration.

## 5. Badge Design and Issuance

---

- Badges will include photo ID, name, position or visitor status, badge number, and expiration date.
- Color-coding may be used to differentiate between employee, contractor, vendor, and visitor badges.
- The Security Office will issue badges only upon completion of all requirements.

## 6. Access Level Assignments

---

- Access levels are determined based on job roles and approved by the relevant department head and Security.
- Access privileges are reviewed and updated periodically.
- Temporary access may be provided as needed with proper documentation.

## 7. Badge Usage Guidelines

---

- Badges must be visibly displayed at all times while in the facility.
- Badges are non-transferable and are to be used only by the assigned individual.
- Personnel must comply with all building security policies while using access badges.
- Lost, damaged, or malfunctioning badges must be reported immediately.

## 8. Lost or Stolen Badge Reporting

---

1. Immediately notify the Security Office upon discovering a missing badge.
2. Submit a Lost/Stolen Badge Report to document the incident.
3. Security will deactivate the lost/stolen badge and issue a replacement after proper assessment.

## 9. Periodic Badge Reviews

---

- Badge holder lists will be reviewed biannually to validate need and access levels.

- Departments must update HR and Security with personnel changes impacting access.
- Inactive or expired badges will be collected and deactivated promptly.

## 10. Security Protocol Compliance

---

- Badge holders must adhere to all facility access protocols and cooperate with security checks.
- Non-compliance may result in badge deactivation and disciplinary action.
- Regular audits and spot checks will be conducted to ensure compliance.

## 11. Roles and Responsibilities

---

Role	Responsibility
Badge Applicant	Submit application and comply with procedures.
Department Head/Sponsor	Authorize access requests and notify Security of role/access changes.
Security Office	Review applications, assign access, issue/deactivate badges, maintain records.
HR Department	Notify Security of hiring, terminations, and staffing changes impacting badge access.

## 12. References

---

- Building Security Policy
- IT Access Control Policy
- Company Visitor Management Procedures

## 13. Revision History

---

Date	Description	Author
2024-06-12	Initial SOP template issue	[Your Name]