

SOP: Escort and Supervision Requirements for Visitors

This SOP establishes the **escort and supervision requirements for visitors**, detailing protocols for escorting visitors during their time on the premises to ensure safety, security, and compliance with site regulations. It includes identification verification, designated escort responsibilities, visitor conduct guidelines, and monitoring procedures to prevent unauthorized access and potential hazards, thereby safeguarding both visitors and operational integrity.

1. Purpose

To define the required procedures for escorting and supervising all visitors within the facility, ensuring site safety, security, and compliance with policies.

2. Scope

This SOP applies to all visitors (contractors, vendors, guests, etc.) entering operational or restricted areas and all staff assigned as escorts.

3. Responsibilities

- **Reception/Security:** Verify identification, log visits, issue badges, and inform hosts.
- **Hosts/Escorts:** Remain with visitors at all times, ensure compliance, and report incidents.
- **Visitors:** Comply with site rules and follow escort instructions at all times.

4. Procedure

1. **Pre-Arrival Notification**
 - All visits must be scheduled in advance with the names and details of visitors provided to reception/security.
2. **Arrival and Check-In**
 - Visitors present government-issued photo identification for verification.
 - Visitor details are logged; a visitor badge is issued, which must be worn at all times.
 - Host/escort is notified and must report to reception to receive the visitor.
3. **Escort Requirements**
 - Visitors must be accompanied by an authorized escort at all times in restricted or operational areas.
 - Escort must remain within line-of-sight and be capable of immediate intervention if required.
 - Escort ratio: One escort per **maximum 5 visitors** unless otherwise authorized.
4. **Supervision and Conduct**
 - Visitors are briefed on site safety and emergency procedures before entry.
 - Visitors must follow all posted instructions and directions provided by escorts.
 - Photography or use of electronic devices may be restricted as per site policy.
5. **Area Restrictions**
 - Visitors are not permitted in sensitive, hazardous, or secure areas without proper authorization and PPE (if applicable).
6. **Incident Reporting**
 - Any breach of protocol, safety incident, or unauthorized access attempt must be reported immediately to Security/Management.
7. **Exit and Check-Out**
 - Escorts return visitors to reception at the end of their visit.
 - Badges are collected and visit is logged as complete.

5. Documentation

- Visitor Log Book/Electronic Record
- Visitor Badge Records
- Incident/Deviation Reports (if applicable)

6. Training

- All staff assigned as escorts must complete annual visitor escort and safety training.
- Reception/security staff must receive training on identification and access procedures.

7. Compliance Monitoring

- Periodic audits of visitor records and escort compliance will be conducted by site management.
- Non-compliance may result in corrective action and possible restriction of site access.

8. Revision History

Date	Version	Changes	Approved By
2024-06-15	1.0	Initial release	Site Manager