 <p>STANDARD OPERATING PROCEDURE MANUAL</p> <p>BS EN ISO 9001-2000</p>	COMPILED BY: PROPERTY MANAGEMENT	PAGE NO.	1 OF 2
		PROCEDURE NO	
		REVISION NO.	
	APPROVED BY	CONTROLLED COPY OF	
	CHIEF EXECUTIVE	EFFECTIVE DATE	
		REVIEW DATE VERSION ONE	

COMPANY POLICY – EGOLI EAST (PTY) LTD
PROPERTY MANAGEMENT – TENANTS ACCESS CONTROL

1. Objective

- 1.1 To ensure a safe and secure environment for all tenants and staff at the property.

2. Policy

- 2.1 The following access control procedure will be applicable at the property and all tenants are to adhere to this procedure to ensure the safety of all occupants within the property.

3. Procedure

- 3.1 The main entrance to the property has been equipped with motorised gates and booms. The main gate will be open during normal working hours (Monday to Friday 06:00 to 18:00 and Saturdays from 06:00 to 14:00) and access will be via the booms.
- 3.2 The tenants access cards supplied will be used to open the boom. *(Please refer to Annexure A indicating the positions of the card readers)* You will swipe your access card at these positions in order to open the booms.
- 3.3 After hours the main entrance gate will be activated. The same procedure applies as above however we have implemented this for additional security measures.
- 3.4 The two main entrance doors to the reception area have been equipped with door closers and will be locked after normal working hours. Should you wish to access the building after hours, the reception guard on duty

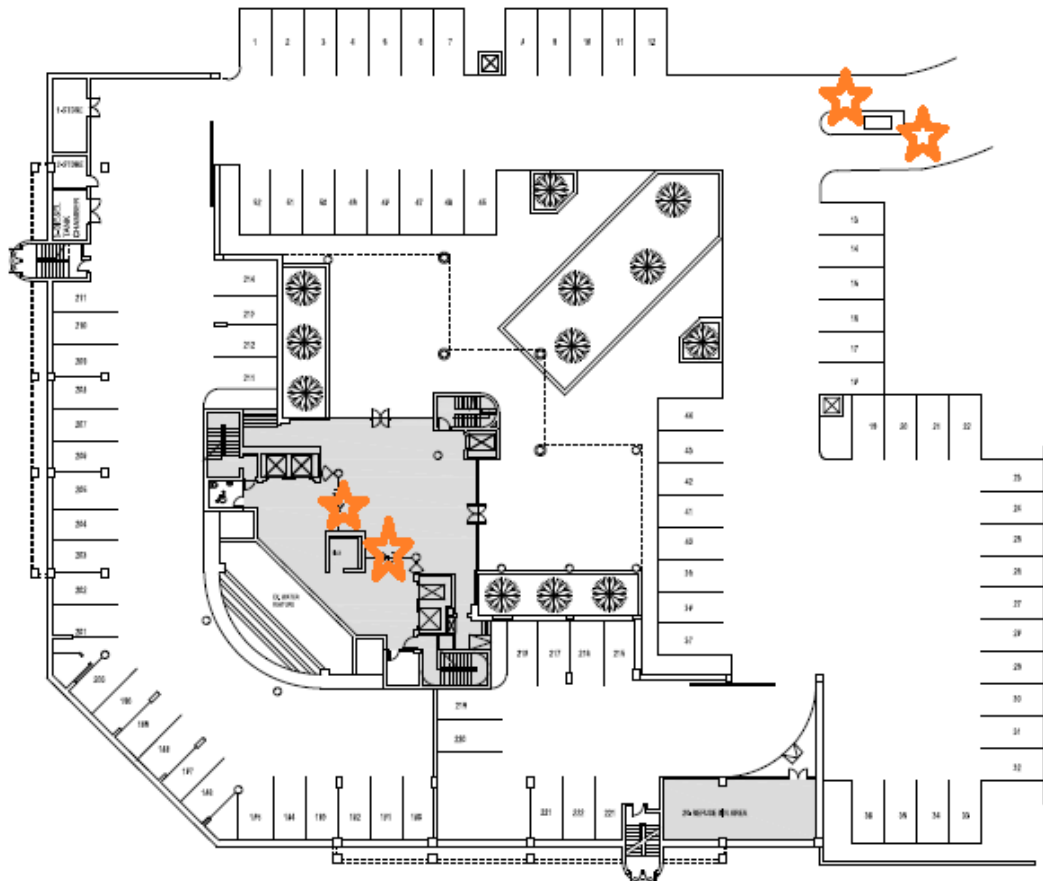
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will assist with unlocking the door.

- 3.5 The tenants access cards will allow them access through the turnstiles in the reception area.
- 3.6 Please note that this access control system is for the common areas of the Building only and does not include entry into the tenants individual Premises.

ANNEXURE A – CARD READER POSITIONS



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