

 <p><b>STANDARD OPERATING PROCEDURE MANUAL</b></p> <p><b>BS EN ISO 9001-2000</b></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 – VISITORS ACCESS CONTROL**

## **1. Objective**

- 1.1 To ensure a safe and secure environment for all tenants and visitors to the property and to allow management control of the parking facility.

## **2. Policy**

- 2.1 The following procedure needs to be adhered to by all visitors to the property at all times. Non-compliance will result in access to the property being denied.

## **3. Procedure – During normal working hours Monday to Friday 06:00 to 18:00.**

- 3.1 Visitors to the property will make use of the intercom outside the main gate in order to gain access into the property.
- 3.2 The visitor will be greeted by the receptionist over the intercom and will be requested to park their vehicle in the open parking area and proceed to the reception. The visitor will also be notified that they should bring with their ID card / drivers licence in order to gain access into the building.
- 3.3 When the visitor arrives at the reception desk they will be asked to provide either their ID card or drivers licence. This will then be scanned into the system together with their contact information and a photo of the visitor will be taken. Once this has been done the visitor will be able to proceed through the turnstiles to the tenant's premises.

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3.4 Upon completion of their meeting, the visitor will once again proceed to the reception counter. Again their drivers licence or ID card will be scanned and this will allow them to exit the property.

#### **4. Procedure – After Hours**

4.1 Please note that the above procedure will remain the same, however the main entrance gate will be in the closed position and will be opened by the guard in the reception area together with the boom.

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