

Example Procedure

Visitor and Contractor Premise Access Policy

1. PURPOSE

The purpose of this document is to provide guidance for Visitors to [Insert Company Name] premises, as well as for contractors.

All documents associated with [Insert Company Name] Quality Management System shall be managed and controlled as per this procedure with the aim to provide a clear and concise method that facilitates the implementation and access of the System.

2. SCOPE

This policy applies to all visitors to any premise of [Insert Company Name] and to employees who accompany visitors. It also applies to all contractors, including external truck drivers to [Insert Company Name] site.

All visitors and contractors shall be introduced to the [Insert Company Name] workplace health and safety policy and guidelines. All visitors and contractors shall be accompanied by an employee and shall be expected to abide by all site rules and instructions.

[Insert Company Name] is committed to building a sustainable quality and safety management system and will ensure all visitors are fully aware of this commitment.

3. TERMS & DEFINITIONS

NIL.

4. PROCESS

Parking

Visitors are encouraged to use designated Visitor Parking spots. If these parking spots are in use, regular employee parking spots can be used.

Visitor/Contractor Check-In

- All Visitors must arrive at a designated Check-In Entrance(the main reception)
- All visitors must be accompanied by a [Insert Company Name] employee.
- Pets are not permitted.
- Visitors are required to read and understand the Emergency Evacuation.

Visitor Badges

- All visitors will be issued with a visitor's badge which must be worn at all times while on the premises.
- All visitors and contractors are expected to wear appropriate PPE if entering production areas.
- All visitors and contractors are expected to abide by the Site Safety Rules and Policies



Photographs and Cameras

- Visitors are not permitted to take photographs inside of [Insert Company Name] unless this has been cleared by the Human Resources Department.

Emergency Evacuation

- In the event of an emergency, it is the sponsoring employee’s responsibility to ensure that the visitor remains in the Evacuation marshalling area.
- Emergency Coordinators will tally all visitors using the Visitor Check-In information. Visitors will not leave the property until it is confirmed with the Emergency Coordinators that they have successfully evacuated the building.

Check Out

- Visitors will check out at the same station where they arrived, hand over visitors tag, and sign out.

OUTCOME.

- All visitors and contractors will abide by [Insert Company Name] policies, procedures and site rules while on site at all company facilities.

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Visitor Log
- Contractor Log
- Weighbridge Records

6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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