


**World Food
Programme**
**Programme
Alimentaire
Mondial**
**Programa
Mundial de
Alimentos**
**برنامج الأغذية
العالمي**
21 May 2018
Standard Operating Procedures for Access Control: WFP Dar Es Salaam CO
WFP personnel:

- All personnel will be required at all times to produce their access card in order to obtain access to the premises.
- Access may only be given once the access card has been produced and the identity of the employee verified by the photo on the access card.
- Validity of the access card should be verified by checking its expiry date.
- If the photo is not visible or faded the employee must be informed to report to HR unit in order to complete the request for access card. UNDSS Security Advisor to re issue a new access card with a more visible photo.
- In the case of an employee not being in possession of an access card such employee must complete the access control register.
- If an access card was left at home the employee will be granted access for one day only with a temporary access card thereafter access will be denied until the proper arrangements and/or reports have been completed.
- All employees without access card (Usually New employees and employee who have lost their cards...etc) will be treated as visitors for administrative and security purposes until an access card can be produced.
- The security guards are not allowed to use the fact that they are familiar with employees to grant them access to the premises in case the latter fail to produce an access card.
- The employees entering the premises with spouses, dependants or underage children must report their presence to the reception desk and are not allowed to lend their access card to the latter. They will be treated as visitors and follow the same procedure.
- Visitors must not have free movement within the office and must be accompanied by the visited staff when they are moving to different places within the office.
- All vehicles/pedestrians entering the premises must be stopped at the entrance gate and the identity on the access card must be verified

Personnel from UN agencies other than WFP:

- UN Personnel will be required at all times to produce their UN identification in order to obtain access to the premises.
- Access may only be given once the UN identification has been produced and the identity of the person verified by the photo on the access card.
- Validity of UN identification should be verified by checking its expiry date.

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Visitors and Contractors/Couriers


- No visitor/contractor will be allowed access without the proper identification and confirmation from relevant employee.
- Only one visitor will be allowed in the Access Control Area (ACA) at a time.
- Parcels, bags and boxes will undergo security checks when entering and leaving the premises.
- The security guard at the gatehouse must confirm with receptionist if visitors have an appointment before allowing access onto the premises.
- The visitor shall be asked if he/she has anything to declare (firearms, etc) at the gatehouse. If in possession of firearm the person must register and lock it up in the gatehouse safe and then be searched before allowing access onto the premises.
- While attending to visitors, there will be one security guard at the gate and one inside the ACA.
- All visitors must be registered at the gatehouse. The visitors must provide their full name, agency, name of person they are visiting, the purpose of their visit, submit photo ID in exchange for a Visitor's Pass.
- All visitors are required to register and obtain a Visitor's Pass.
- Visitors must be accompanied by a security guard to the reception area where the relevant staff member will receive the visitor.
- No hawkers/agents will be allowed access on site unless authorized by the Country Director or an appointed WFP staff member.
- The Security Guards must be informed in advance by the Head of Finance and Admin or the Security Focal Point/Alternate of visits by government officials and other important persons.

Vehicles

- The under carriage of all employees' vehicles will be inspected before entering the compound by a security guard using a search mirror. In special circumstances instructions may be issued by UNDSS Security Advisor that the entire vehicle of an employee be searched in the same way as applicable for visitors' vehicles.
- All visitors/contractors/courier companies and their vehicles must be searched in accordance with the vehicle search procedure on entry and exit of the premises. The interior of the vehicles should equally be searched.
- Only the following vehicles will be allowed into the premises:
 - Official WFP vehicles
 - Heads of Agencies and Diplomatic vehicles
 - Senior government officials
 - WFP Country Director
 - WFP Deputy Country Director
 - Vehicles of WFP Personnel allowed to park inside (according to reserved parking space)
- Vehicles of contractors, courier companies, staff and other visitors will park outside the premises and will proceed through the security check. Delivery of bulky equipment will first have to be cleared through the Administration unit before the vehicle will be allowed into the premises.

Distribution:

All personnel
Guarding Company

 **Approved**
Michael DUNFORD
Country Director
5/6/18