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1. Introduction

1.1 Purpose

This document defines the mandatory procedures for the management of all non-employee personnel (hereafter "visitors") requiring access to any Synthetic Systems facility. The purpose of this procedure is to ensure the security of our personnel, information, and assets by preventing unauthorised access and ensuring all visitors are appropriately managed and supervised throughout their time on-site.

1.2 Scope

This procedure applies to all visitors, including but not limited to clients, contractors, suppliers, interview candidates, and any other non-employee personnel. It applies to all Synthetic Systems employees who host or escort visitors. This procedure is a direct subordinate to the overarching **SS-SEC-POL-001 Defence Security Policy** and is a critical component of our physical security program.

2. Definitions

Term	Definition
Visitor	Any individual who is not a current employee of Synthetic Systems. This includes contractors, clients, suppliers, and guests.
Host	The Synthetic Systems employee who has invited the visitor to the facility and is responsible for them during their visit.
Escort	A security-cleared Synthetic Systems employee, typically the Host, responsible for accompanying a visitor at all times.

Foreign National	A visitor who is not a citizen of Australia.
Reception	The designated main entry point of a Synthetic Systems facility, managed by front-desk personnel.

3. Visitor Pre-Registration

3.1 Host Responsibility

All visitors must be pre-registered by their Synthetic Systems Host prior to their arrival. The Host is responsible for initiating the process by submitting a Visitor Registration Request to Reception. Walk-in or unscheduled visitors are not permitted without approval from the Head of Operations.

3.2 Required Information

The Visitor Registration Request must include the following information for each visitor:

- Full Name
- Company or Organisation
- Contact Number
- Nationality / Citizenship Status
- Purpose and Justification for Visit
- Date and Estimated Time of Arrival and Departure
- Name of the Synthetic Systems Host

3.3 Foreign National Visitors

In accordance with **SS-SEC-POL-001**, all visits by Foreign Nationals require additional scrutiny to protect project and company-sensitive information.

- The Visitor Registration Request for Foreign Nationals must be submitted at least five (5) business days prior to the proposed visit date to allow for necessary checks.
- The purpose of the visit must be explicitly detailed, including the specific information and areas to be accessed.
- The Head of Operations must approve all visit requests from Foreign Nationals before they can be confirmed. This aligns with our commitment to Principle 6 of the Defence Security Policy, ensuring a trusted workforce and secure environment.

4. Arrival and Check-In Procedure

4.1 Identity Verification

Upon arrival at Reception, all visitors must state their name and the name of their Host. The visitor will be required to present a valid, government-issued photo identification (e.g., driver's licence, passport) for verification against the pre-registration details. A copy of the ID will not be retained.

4.2 Visitor Log

Reception will maintain a digital visitor log. All visitors must be signed in upon arrival and signed out upon departure. The log will record the visitor's name, company, date, time in, and time out.

4.3 Issuance of Visitor Passes

Once identity is verified and the visitor is signed in, they will be issued with a clearly identifiable Visitor Pass.

- The pass must be worn and visible at all times while on the premises.
- The pass grants no access rights and is for identification purposes only.
- Different colour-coded passes may be used to signify access restrictions (e.g., General Access, ITAR-controlled areas), as determined by the security classification of the visit.

4.4 Host Notification

After the check-in process is complete, Reception will notify the Host, who must come to Reception to greet the visitor and begin their escort duties. Visitors are not permitted to proceed beyond the reception area unescorted.

5. Escort Requirements and Responsibilities

5.1 Mandatory Escort

All visitors, without exception, must be accompanied by their designated Escort at all times while within Synthetic Systems facilities. The Escort is responsible for the visitor's actions and movements. The visitor must be kept within the Escort's direct line of sight.

5.2 Escort Responsibilities

The designated Escort must:

- Ensure the visitor only accesses areas relevant to the purpose of their visit.
- Prevent the visitor from accessing or viewing classified or sensitive information for which they are not authorised. This includes overhearing sensitive

conversations or viewing documents left unattended.

- Ensure the visitor does not bring prohibited items (e.g., personal laptops, USB drives, photographic equipment) into secure zones without prior authorisation.
- Report any suspicious behaviour or security breaches to the Head of Operations immediately.
- Accompany the visitor back to Reception at the conclusion of the visit to ensure they are properly checked out.

6. Departure Procedure

At the end of the visit, the Host must escort the visitor back to Reception. The visitor must return their Visitor Pass to Reception personnel and be signed out of the visitor log. The Host must wait until the visitor has departed the facility.

7. Policy Compliance

Failure to comply with this procedure may result in the immediate termination of a visit and denial of future access. For Synthetic Systems employees, non-compliance will be treated as a security violation and may lead to disciplinary action in accordance with the **SS-HR-HNDBK-001 Employee Handbook & Conduct Policy**.

8. Related Documents

- SS-SEC-POL-001: Defence Security Policy
- SS-HR-HNDBK-001: Employee Handbook & Conduct Policy