Standard Operating Procedure (SOP): Gate Data Capture

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Effective Date: May 1, 2025
Department: Security
Location: All Farmers' Choice Sites
Approval: GM HR & Legal

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1. Purpose

To ensure systematic data capture and monitoring of all persons and vehicles entering and exiting Farmers Choice premises, thereby enhancing site security, accountability, and safety compliance.

2. Scope

This SOP applies to all employees, visitors, contractors, suppliers, education tour groups, pig deliveries, customers, and company vehicles accessing any Farmers Choice facility.

3. Responsibilities

- **Security Personnel**: Responsible for enforcing gate access protocols and maintaining accurate records.

- **Employees and Hosts**: Responsible for informing security of expected visitors or deliveries.

- **Drivers (Company Vehicles)**: Must comply with vehicle inspection and registration procedures.

4. Procedures

4.1 Entry and Exit – Employees, Interns, Attachments

- All must present valid employment or identification cards at the gate.

- Managers and senior managers using vehicles are currently exempt from stopping at the gate (*security to monitor this exception*).

- All vehicles are subject to search when exiting.

- Employees exiting on foot will be searched.

4.2 Entry and Exit – Visitors, Contractors, Suppliers, Others

4.2.1 Entry Requirements

- Visitors must have host approval before entry.
  Exceptions:

- o Shop customers
- o Third-party pig deliveries

4.2.2 Information to Record

Security must capture the following details before allowing entry:

- Date and time in
- Full name of visitor
- National ID number
- Vehicle/motorbike registration number
- Vehicle load capacity
- Host name and department
- Reason for visit
- Name of the attending security officer

A visitor badge must be issued upon entry and returned at exit.

4.2.3 Exit Procedure

- Time out must be recorded.
- Visitor badge must be surrendered.

4.3 Contractors

- Tools and equipment must be listed on entry.
- Exit is permitted only after tools/equipment are verified against the entry record.

4.4 Third-Party Pig Deliveries

- Must present:
  - o Local Purchase Order (LPO)
  - o Movement Permit(s)
  - o County Cess Receipt
- If documentation is missing, the security officer must contact the host for entry confirmation.

4.5 Education Tours

- Host must notify gate security in advance.

- A full list of participant names must be submitted and recorded at the gate.

5. Company Vehicles

- Security must inspect the vehicle and verify the following:
  - Driver identity and registration details
  - Spare wheel, jack, first aid kit, and any other issued tools
- Driver must sign the vehicle movement register after journey authorization is confirmed.

6. Compliance

Non-compliance with this SOP will be reported to the Security Supervisor for immediate action. Repeat breaches may result in restricted access or disciplinary measures.

7. Records and Documentation

All gate entry/exit records must be retained for at least 3 months and made available for audit upon request.