

**1. Identify type of User (P&C/ISO)**

Identify the person who want to access ADDVOLT physical instalations to define the type of controls to implement.

**2.Internal or Visitor (P&C/ISO)**

Identify the person who wants to access ADDVOLT physical instalations is a visitor or a co-worker (internal)

If it's a visitor go to point (3) if it's a internal person go to point (4).

**3. Visitors (P&C/ISO)**

Visitors must identify themselves at the main entrance, where the person with whom they come to work is called/ always accompanied by this employee or by another, however defined.

Service providers may only access classified zones if they are accompanied by an ADDVOLT employee.

**4. Internals - Access Management (P&C/ISO)**

Employees can access the facilities via fingerprint validation at the main entrance door.

When new employers arrive at the ADDVOLT, the People & Culture request the Facilities Manager to create access to the areas they need to access. When they change working areas, another communication is sent to guarantee access to the new area and, if is no long necessary, revoke access to the old one.

The physical access rights should be reviewed periodically. Whenever service providers or suppliers are to carry out work on our premises, they must have a signed confidentiality agreement (NDA).

When one employee leave ADDVOLT, the physical access should be revoke.

**Creation Date:**  
30/08/2024

**Revision Date:**  
30/08/2024

**Macro Process:** 02 - Integrated Management System  
**Process:** 02 4 - Information Security Management System  
**Procedure:** P 02 4 20- Physical Security and Access Control

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