

Procedure No.: 02	Approved:	Expire:
Link:	Application: ALL	Property of: ADROIT ADVANCED SECURITY
ACCESS CONTROL		

1. DESCRIPTION: This is the procedure that will be followed to exercise access control to vehicles and premises under the care and protection of ADROIT ADVANCED SECURITY.

2. AIM: This procedure outlines all the necessary steps to be followed to provide for the safeguarding of premises and vehicles and for the protection of the people therein or thereon.

3. APPLICATION: This procedure is applicable to all operational members.

4. DEFINITION OF TERMS OR ABBREVIATIONS

OB	Occurrence Book
CPA	Criminal Procedure Act 51 of 1977

5. PROCEDURE:

a. INGRESS STUDENT BUS

- i. Direct the bus to a designated stopping area.
- ii. Order the students to disembark.
- iii. Show them the rules of the premises.
- iv. Order them to pass by in front of you while visually inspecting their belongings.
- v. Show the driver where to park and allow them to drive there.

b. INGRESS COMPANY OR CLIENTS' VEHICLES

- i. Vehicles must display access stickers with relevant designation
- ii. Management vehicles must be granted full unfettered access.
- iii. General and staff vehicles must be directed to the staff parking
- iv. Operational and Client must be granted equal access as the management vehicles.

c. INGRESS VISITORS' VEHICLE

- i. Direct the vehicle where to stop.
- ii. Order the guest to call the host and notify them of their arrival.
- iii. On direction of the host, we either deny access or go ahead and:
- iv. Request a positive identification in the form of either a driver's licence or Identity document.
- v. Record the details of the visitor and the host on the book and issue the visitor with the visitors slip.

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d. EGRESS

- i. Request the visitors slip from the visitor and ensure that the slip is signed by the host.
- ii. If the visitor is a pedestrian, open the gate and allow them to leave.
- iii. If the visitor is in a vehicle, open the gate and go and stand outside on the street to look out for traffic (vehicle and human) on the public road.
- iv. When it is safe to do so, direct the bus to drive out.
- v. Enter and close the gate.

e. SEARCH

- i. Do not conduct physical searches on a person.
- ii. If at any point a suspicion arises that any person to be granted access could be wearing contraband on their body, the official may request that they remove any such clothing material to be searched.
- iii. If any contraband is found such a clothing item may be treated according to section "g) of this procedure, otherwise the clothing item must be returned to the lawful owner.
- iv. Search only the possessions of the individual in their presence and with them observing.
- v. Visitors' vehicles may never be allowed past security check point. DO NOT search them but search items you observe being removed from them.

f. CONTRABAND

- i. Guns
- ii. Alcohol
- iii. Drugs
- iv. Weapons of any kind

g. IMPORTANT NOTES

- i. Contraband material is but not limited to the items listed above.
- ii. Seized contraband must be recorded on the OB and then returned to the possessor for disposal elsewhere outside the premises except for articles referred to in section 20 of the CPA.
- iii. Any articles referred to in section 20 Of the CPA must be handled according to Section 23 of the of the CPA.

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- iv. Be courteous and professional when dealing with visitors and visitors belongings but do not forget to be firm and assertive.
- v. Care not to let any visitor out without collecting a signed visiting slip.
- vi. No intimate searches may be conducted under any circumstances.
- vii. Visitors' vehicles are an intricate property and therefore searching them is a nightmare for security as such, they may not be allowed to drive in and out of sight of the security officer viewing from guard house.

