



UGEE CHEMICALS

Plant General SOP

**SOP**Standard Operating  
Procedure

## STOREROOM ACCESS CONTROL SOP

SOP #: UCL/IBDSITE/STRM/01.0

Issuance Date:

As at Last Signature

Revision Date:

Maximum 2 years from  
Effective Date

Effective date:

20 working days from  
the issuance date.

Page 1 of 4

**PURPOSE:**

To define a standard process to manage access to storeroom and shop in shop (SIS) to prevent inventory gaps and control issues.

**SCOPE:**

This SOP covers:

- Storeroom and SIS access request, approval, update and monitoring system.
- Access requirements to enter storeroom to pick parts from racks during normal operations hours (8am -5pm) or during closed window operations.

**RESPONSIBILITY:****Storeroom leader**

- Owns and updates the access control system to ensure only authorized persons can access the storeroom, checks access logs compliance whenever storeroom is accessed during closed window and escalates whenever there is any unauthorized entry.
- Owns and ensures the access controllers, door magnets, CCTV systems and all other electrical/Electronic devices are functional at all times.
- Downloads, reviews access logs quarterly and updates the Access control register.
- The updated Access control authorization list shall be signed off by the plant manager and a hard copy placed on the reception desk at the storeroom.
- Reconciles items picked and recorded in the closed Storeroom Issuance form with Tally ERP (quantity, location where the item(s) is/are stored) and entrants' details on closed window log with the storeroom access register.

**POTENTIAL RISKS:**

- THEFT
- INVENTORY RECONCILIATION ACCURACY (IRA) GAP

SOP OWNER 	STEWARDSHIP APPROVAL 	HR APPROVAL 	AUTHORISATION 
Storeroom Leader: Oguntimehin Adekunle Date: 11/08/2023	Stewardship Leader: Babalola Ilesanmi Date: 11/08/2023	HR Manager: Agiri Adenike Date: Aug 18, 2023	Plant Manager: Abass Sadik Date: 24th Aug, 2023

**PPE REQUIRED:**

- Safety Shoes

**PROCEDURE: ACCESS TO STOREROOM**

1. non-storeroom employees entering the parts storage area of the storeroom will sign the entry register on the issuance counter. This is in addition to badging with issued storeroom access card.
2. Only employees whose names appear on the 'Authorization to access central storeroom' are allowed to receive or pick parts and consumables from Ibadan plant storeroom.
3. Only employees whose names appear on the 'Shop n shop Access list' are allowed to sign for consumables and operating supplies from Shop in shop.
4. Other employees (not on authorization lists but need to enter storeroom for official business), vendors, cleaners and contract staff from operations who wants to assist in carrying heavy items etc. will sign-in and sign-out in the visitor's log, stating reason for visit each time they access the storeroom.
5. All items picked during closed window or during normal working hours **SHOULD** be documented in the closed window issuance sheet on the reception desk at the storeroom. (This is a serious Stewardship violation and would be treated as one).

**GRANTING OF ACCESS TO IBADAN PLANT STOREROOM**

1. Access will be granted to employees based on role eligibility and e-mail request from the ODM of their respective departments.
2. For the storeroom, employees that require access will complete the 'Self-evaluation' part of the storeroom access qualification process and submit to the storeroom leader.
3. After completing Storeroom SOPs & other trainings, identified gaps (if any) from qualifications have been addressed, the storeroom leader will then issue a storeroom access card to the employee, update the 'Authorization to access central storeroom' with the name of the newly qualified employee and sign-off with the Plant manager.
4. Authorized employees will then sign the Plant manager's Storeroom expectations document.
5. The storeroom leader will withdraw previous access authorization in use each time a new (updated) access list is approved by the Plant Manager.

**GRANTING OF ACCESS TO SIS**

1. Access will be granted to employees based on Role eligibility and e-mail request from the ODM of their respective departments.
2. The storeroom leader will update the 'Shop in Shop access list' with the name of the employee and sign-off with the Plant manager.
3. The storeroom leader will withdraw the previous access list from the shop attendant's desk and replace with the newly signed one.

## **ACCESS MONITORING (CENTRAL STOREROOM)**

1. The storeroom leader reviews daily, before SCM, any entry into the storeroom after normal business hours (8am -5pm) and confirms conformance with this SOP. If there is any non-conformance with this SOP, he informs the Plant Manager at the SCM and raises an IC alert within the day so thorough analysis can be conducted.
2. At least Quarterly, storeroom access reports will be downloaded and saved for future references on the appropriate One-Drive folder already created.
3. The security personnel monitors traffic in the storeroom using the installed cameras. In case of any security breach, the security team intervenes by manually locking the storeroom main entrance with key (#059) for equipment /device-related failures, then report the incident to the leadership team copying the Storeroom leader immediately. They are also obliged to follow their existing procedure/protocol for treating cases of actual theft or an attempt.

## **BCP (WHEN CENTRAL STOREROOM CAMERA/ACCESS CONTROL SYSTEM IS DOWN)**

In case of a failure of the card access control system, the storeroom reception door will be locked manually by the storeroom leader or any other qualified entrant on the premise and the key (#059) dropped at the gatehouse. To check/pick an item during this time;

1. Employees granted access above (authorized employee) will log and collect the key from the gatehouse and insist that a security personnel accompanies them into the storeroom.
2. Authorized employee and security will sign-in the storeroom access log on the issuance counter.
3. Enter the storeroom to pick/check items as required and record in the issuance booklet/closed-window log.
4. Authorized employee and security will sign-out the storeroom access log on the issuance counter and confirm Entrance door is closed.

## **STOREROOM SELF - SERVICE ACCESS SYSTEM REVIEW**

To ensure that the self-service system is continually justified, the storeroom leader will perform a cost/benefit analysis, including factors such as IRA performance, level of write-offs and inventory adjustments, inventory balances, training and storeroom security and this must be validated and aligned by the Plant manager. This justification needs to be documented by the storeroom leader at the beginning of another Fiscal year.

## **REASON FOR SOP: NEW**

### **SOP RELATED ATTACHMENTS**

- Attachment 1 – Qualification Questions
- Attachment 2 – Model Answers
- Attachment 3 – Access Authorization sheet (Read & Acknowledge)
- Attachment 4 – Closed Storeroom issuance Form (Read & Acknowledge)
- Attachment 5 – Step Up Card on Storeroom Access SOP.

Attachment 6 – Plant Manager Storeroom Expectations.

**End of Procedure**

Uncontrolled  
DRAFT



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## **STOREROOM ACCESS CONTROL QUALIFICATION QUESTIONS**

SOP #: UCL/IBDSITE/STRM/01.0

Issuance Date:	As at Last Signature	
Revision Date:	Maximum 2 years from Effective Date	
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Trainee Name:

Trainer Name:

Training Date:

Qualifier Name:

1. This SOP covers Storeroom and SIS access request, approval, update and monitoring system. Access requirements to enter storeroom to pick parts from racks during normal operations hours (8am -5pm) or during closed window operations. TRUE/FALSE

**Answer # 1:**

2. Who is responsible to ensure access and CCTV systems are functional at all times?

**Answer # 2:**

3. Employees authorized to receive/pick parts from central storeroom can also sign for items from SIS. True or False

**Answer # 3:**

4. Who calibrates skill levels of employees that will be granted access to storeroom?

**Answer # 4:**

5. In addition to badging, do non-storeroom employees entering the parts storage area need to sign the access register? TRUE/FALSE

**Answer # 5:**

6. Who reconciles items picked and entrants in closed storeroom issuance form versus approved access list respectively, whenever logged?

**Answer # 6:**

7. How frequently will access records be downloaded and reviewed?

**Answer # 7:**

8. Who would request for access to storeroom or SIS for employees?

**Answer # 8:**

9. Access to Storeroom is granted even though role is not listed on access authorization matrix? TRUE/FALSE

**Answer # 9:**

10. Who approves updated SIS and storeroom access lists?

**Answer # 10:**

The person is considered passed if he recorded 100% from the above test.

Training Results:

Succeeded:

Need Re-training:

Date of re-qualification:

Qualifier Name:

SQP OWNER

Storeroom Leader:  
Oguntimiehin Adekunle  
Date: 11/08/2023

STEWARDSHIP APPROVAL

Stewardship Leader:  
Babalola Ilesanmi  
Date: 11/08/2023

HR APPROVAL

HR Manager:  
Agiri Adenike  
Date: Aug 18, 2023

AUTHORISATION

Plant Manager:  
Abass Sadik  
Date: 24th Aug 2023



UGEE CHEMICALS

Plant General SOP

**SOP**Standard Operating  
Procedure**STOREROOM ACCESS CONTROL MODEL ANSWERS**

SOP #: UCL/IBDSITE/STRM/01.0

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Trainee Name:

Trainer Name:

Training Date:

Qualifier Name:

1. This SOP covers Storeroom and SIS access request, approval, update and monitoring system. Access requirements to enter storeroom to pick parts from racks during normal operations hours (8am -5pm) or during closed window operations. TRUE/FALSE

**Answer # 1: TRUE**

2. Who is responsible to ensure access and CCTV systems are functional at all times?

**Answer # 2: STOREROOM LEADER**

3. Employees authorized to receive/pick parts from central storeroom can also sign for items from SIS. True or False

**Answer # 3: FALSE**

4. Who calibrates skill levels of employees that will be granted access to storeroom?

**Answer # 4: STOREROOM LEADER**

5. In addition to badging, do non-storeroom employees entering the parts storage area need to sign the access register? TRUE/FALSE

**Answer # 5: TRUE**

6. Who reconciles items picked and entrants in closed storeroom issuance form versus approved access list respectively, whenever logged?

**Answer # 6: STOREROOM LEADER**

7. How frequently will access records be downloaded and reviewed?

**Answer # 7: QUARTERLY**

8. Who would request for access to storeroom or SIS for employees?

**Answer # 8: DEPARTMENT ODMs**

9. Access to Storeroom is granted even though role is not listed on access authorization matrix? TRUE/FALSE

**Answer # 9: FALSE**

10. Who approves updated SIS and storeroom access lists?

**Answer # 10: PLANT MANAGER**

The person is considered passed if he recorded 100% from the above test.

Training Results:

Succeeded:

Need Re-training:

Date of re-qualification:

Qualifier Name:

<b>SOR OWNER</b>  ----- Storeroom Leader: Oguntimiehin Adekunle Date: 11/08/2023	<b>STEWARDSHIP APPROVAL</b>  ----- Stewardship Leader: Babalola Ilesanmi Date: 11/08/2023	<b>HR APPROVAL</b>  ----- HR Manager: Agiri Adenike Date: Aug 18, 2023	<b>AUTHORISATION</b>  ----- Plant Manager: Abass Sadik Date: 24th Aug 2023
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## STOREROOM ACCESS HANDS ON QUALIFICATION

S/no.	MMR#	Description	Manufacturer	Part #	Quantity	Location	Remarks
1	39767073	COUPLING,DRIVE ELASTIC (OEM DB)	FENNER	HRC150F		CS-H02A2	
2	30524515	ROLLER (OEM IB)	UV/A	0456-965-586		CS-H06D2	
3	38130977	PIN,LOCKING (OEM BQ)	UVA	0456-205-007		CS-H07G2B	
4	39905087	OVERLOAD,PROTECT DDW-H32 300KG	BRABENDER	B005506		CS-H08F2A	
5	39171129	BELT,SCRAPER (OEM CA)	BRABENDER	M001288		CS-H09D2	
6	39717278	COUPLING,RUBBER (OEM IB)	YOUR BRAND	NJ051206		CS-H10E2D	
7	39179477	MAGNET,PERMANENT (OEM DA)	BRABENDER	E000457		CS-H11F4F	
8	39531316	O-RING 14MMD 1.78MMT FPM	IKA	T046434		CS-H14D2E	
9	39903639	SEAL,RING U-SHAPED 1.5MM NW60	BRABENDER	M027185		CS-H14F3C	
10	30409000	WASHER (OEM IB)	FISCHBEIN	11120		CS-H14G1E	

### WHAT IS MISSING ? FIND IT

S/no.	OPERATOR UNIT (OEM IB)	Part #	1	CS-01F15
1	PANEL (OEM IB)	ROTOLOK		RV3799
2	30457433	PGNUM		HY-LCM0000339
3	39633160	WINKLER DUNNNEBIER	5	CS-J01B5B
4		K-2-426.30		CS-J01F18
5	VALVE,EXPANSION 24MMIN 28BAR FLG	BALLESTRA		TEX 55-50 MOP 10
6	MTR 0.37KW 60HZ 220/380 V 1380V/84R	BRABENDER	1	CS-K01F10
7	39716108	B006352		10018785
8	FASTENER KIT,COMPLETE (OEM IB)	ROTOLOK		CS-L01E7
9	30384079	TRAMAZ	1	61905-F-03-36075/0
10	CONTACT KIT (OEM IB)	16A51-00900	1	CS-G01C1
		A47		CS-P03A06
	Name of Trainee	Name of Qualifier		
	Sign. & Date	Sign. & Date		

SOP OWNER	STEWARDSHIP APPROVAL	HR APPROVAL	AUTHORISATION
Storeroom Leader: Oguntimohin Adekunle	Stewardship Leader: Babalola Ilesanmi	HR Manager: Agiri Afenike	Plant Manager: Abass Sadik
Date: 11/08/2023	Date: 11/08/2023	Date: Aug 18, 2023	Date: Aug 23, 2023



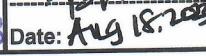
### STOREROOM ACCESS FLOOR TO BOOK QUALIFICATION MODEL

S/no.	MMR#	Description	Manufacturer	Part #	Quantity	Location	Remarks
1	39767073	COUPLING,DRIVE ELASTIC (OEM DB)	FENNER	HRC150F	0	CS-H02A2	
2	30524515	ROLLER (OEM IB)	UVA	0456-965-586	7	CS-H06D2	
3	38130977	PIN,LOCKING (OEM BQ)	UVA	0456-205-007	8	CS-H07G2B	
4	39905087	OVERLOAD,PROTECT DDW-H32 300KG	BRABENDER	B005506	2	CS-H08F2A	
5	39171129	BELT,SCRAPER (OEM CA)	BRABENDER	M001288	1	CS-H09D2	
6	39717278	COUPLING,RUBBER (OEM IB)	YOUR BRAND	NJ051206	2	CS-H10E2D	
7	39179477	MAGNET,PERMANENT (OEM DA)	BRABENDER	E000457	1	CS-H11F4F	
8	39531316	O-RING 14MMD 1.78MMT FPM	IKA	T046434	0	CS-H14D2E	
9	39903639	SEAL,RING U-SHAPED 1.5MM NW60	BRABENDER	M027186	1	CS-H14F3C	
10	30409000	WASHER (OEM IB)	FISCHBEIN	11120	0	CS-H14G1E	

### STOREROOM ACCESS BOOK TO FLOOR QUALIFICATION MODEL

1	30380056	OPERATOR UNIT (OEM IB)	SAACKE	7-8270-636159	1	CS-I01F15
2	30457433	PANEL (OEM IB)	ROTOLOK	RV3799	1	CS-I01G5
3	39633160	PULLEY 8MMP 32T 40MMW (OEM HU)	PGNUM	HY-LCM0000339	0	CS-J01B5B
4	34726345	VALVE G1/4ISO QUICK EXHAUST ZN AL	WINKLER DUNNEB ER	K-2.426.30	5	CS-J01F18
5	39273883	VALVE,EXPANSION 24MMIN 28BAR FLG	BALLESTRA	TEX 55-50 MOP 10	2	CS-J02G2
6	39278779	MTR 0.37KW 60HZ 220/380 V 1380/84R	BRABENDER	B006352	1	CS-K01F10
7	39716108	FASTENER KIT,COMPLETE (OEM IB)	MARKEM	10018785	1	CS-L01E7
8	30384079	FRAME,SEIVE (OEM IB)	TRAMAZ	61905-F-03-36075/0	1	CS-L2FLR2B
9	30672986	CONTACT KIT (OEM IB)	CATERPILLAR	16A51-00900	1	CS-G01C1
10	32923506	BELT,V .50"W .31"H 48.3"PL	MITSUBISHI	A47	6	CS-P03A06

	Name of Trainee		Name of Qualifier		
	Sign. & Date		Sign. & Date		

SOP OWNER	STEWARDSHIP APPROVAL	HR APPROVAL	AUTHORISATION
Storeroom Leader: Oguntimohin-Adekuunle	Stewardship Leader: Babalola Ilesanmi	HR Manager: Agiri Adenike	Plant Manager: Abass Sadik
Date:  11/08/2013	Date:  11/08/2013	Date:  18/08/2013	Date:  18/08/2013



## AUTHORIZATION TO ACCESS CENTRAL STOREROOM

### ELIGIBLE ROLES

User ID	User Name	Role	Card #	Status	Department
1	SECURITY ACCESS	SECURITY*	521598	ACTIVE	SECURITY (Non-LGSEE employee)
2	SITE EMERGENCY ACCESS	SITE CO*	7625532	ACTIVE	SECURITY (Non-LGSEE employee)
3	ADEKUNLE OGUNTMEHIN	STOREROOM LEADER	18453952	ACTIVE	STOREROOM
4	BABALOLA ILESANMI WILLIAMS	WAREHOUSE LEADER	16050624	ACTIVE	WAREHOUSE
5	ATOBALAJEYE SEGUN	PSG PLANNER/PC&S/E&I	12113920	ACTIVE	PSG
6	OGUNSAKIN JAMES ADEYEMI	PSG PROCESS LEADER	17658480	ACTIVE	PSG
7	AKINRINOLA OLAMIDE ODUNAYO	PSG TEAM LEADER	12355648	ACTIVE	PSG
8	AGBADU LAWRENCE OSILAMA	MSG PROCESS LEADER	18821872	ACTIVE	MSG
9	AKANBI AZEEZ	MSG TEAM LEADER	17520752	ACTIVE	MSG
10	NASIRU MUSA	MSG PLANNER/PC&S/E&I	14015184	ACTIVE	MSG
11	ADETONA EZEKIEL	PSG TEAM LEADER	17315336	ACTIVE	PSG
12	OMOTOSHO OLUWASEYI	PSG TEAM LEADER	18259256	ACTIVE	PSG
13	OLOWOKERE DAMILOLA	PSG TEAM LEADER B/U/P	25156532	ACTIVE	PSG
14	AFOLABI TIMILEHIN	MSG TEAM LEADER	18637680	ACTIVE	MSG
15	NDUBUMMA SAMUEL	PSG TEAM LEADER B/U/P	17038080	ACTIVE	PSG
16	BABATUNDE ADEBVI	PSG TEAM LEADER B/U/P	2264096	ACTIVE	PSG
17	UZOWURU CHUKWUEBUKA	MSG TEAM LEADER B/U/P	15951376	ACTIVE	MSG
18	OLASEHINDE TEMI	MSG TEAM LEADER	2320904	ACTIVE	MSG
19	OQUINILEYE OLUMOTOMIWA	MSG TEAM LEADER B/U/P	15929808	ACTIVE	MSG
20	NWANKWO GODSWILL	MSG TEAM LEADER B/U/P	16712688	ACTIVE	MSG

(\*) - Non-LGSEE personnel

(STRM LDR)

SOP OWNER	STEWARSHIP APPROVAL	HR APPROVAL	AUTHORISATION
Storeroom Leader: Oguntmehin Adekunle	Stewardship Leader: Babatola Ilesanmi	HR Manager: Adenike Aigiri Date: 11/08/2023	Plant Manager: Sadik Akass Date: 11/08/2023



**CLOSED STOREROOM ISSUANCE FORM**

Date:- \_\_\_\_\_