



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:

2/5/4/1- (ID Cards)

SOP Version:

draft

Document Owner:

J.Van Vuuren

STANDARD OPERATING PROCEDURE: ACCESS AND EGRESS CONTROL

Approval Date	2 August 2018
Commencement Date	2 August 2018
Review Date	2 August 2019
Periodical Review	Annually
Resources	Staff, ICT Equipment, Security Access Consumables
Intent of SOP	To document the standard operating procedure (SOP) for the access and egress control within the Department. The document intends to assist the officials and visitors of the Department in the process of complying to legislation, policy and directive applicable during accessing government buildings of Social Development, Eastern Cape and in order to enable security service providers to implement effective access and egress control in the Department.
Process Objective(s)	The purpose of the process is to manage the movement of people into and out of Government Premises in order to distinguish between employees employed by the Department and those visiting the Department and to enable security service providers to perform their function effectively. It further has to ensure compliance to the Control of Access to Public Premises and Vehicles Act 1985, No 53 of 1985 and to ensure that officials comply with the requirements prescribed by the Act in relation to identification, purpose and authority.
Scope	The SOP applies to all officials appointed in the Department on permanent, contractual, internship basis and visitors who require access to Government buildings and vehicles to perform their day to day business within the Department of Social Development, Eastern Cape Government.

Definitions	<p>Positive identification: Means identification document issued by the Department of Home Affairs, driver's license or employee access card issued by the Department.</p> <p>Officials: Means all staff appointed in terms of the Public Service Act deployed at Department Social Development Eastern Cape which includes contracted staff, interns and learnerships.</p> <p>Departmental assets: Means material and immaterial property of the Department. Assets include but not limited to information in all forms and stored on any media, networks or systems, or material, real property, financial resources, employee trust, public confidence and international reputation</p> <p>Prohibited item: Any item regarded to be a threat to the safety or security of the official executing Departmental functions or to the immovable and movable property of the Department. Any item that can be regarded to be used to commit a crime in terms of statutory / common law. Examples include but are not limited to Fire Arms, Knives, helmets, balaclava, photographic equipment and illegal substances.</p>
Desired Performance	Achieve the control of movement of people to and from Departmental offices through the compliance of applicable legislation
Key Performance Indicator	Percentage implementation of the approved Departmental Minimum Information Security Standards plan and Information Management Policy
Principles	<p>Co-operation - meaning all officials, contractors and visitors co-operate and adhere to the prescribed security measures to contribute to the establishment of a secure working environment</p> <p>Friendliness -- meaning all officials, contractors and visitors to participate in the implementation process of security measures in a friendly and approachable manner.</p> <p>Honesty – meaning all officials, contractors and visitors in / to the Departmental offices makes disclosures in terms of personal information, purpose for visits and particulars of parcels including government / private property in a honest and truthful manner.</p>
Compliance Measures	All officials employed in the department MUST display their Identity Cards at all times. Private vehicles of officials display the vehicle permit when accessing the Departmental site. Visitors must always display the visitor card issued.
Performance Measure	<p>Continuously display ID/visitor Cards while in the Departmental offices.</p> <p>Random Security Checks to ensure compliance.</p> <p>Ensure that unauthorised individuals are prevented from accessing the building.</p>

	<p>Zero security incidents due to unauthorised individuals entering the building.</p> <p>Timeous, efficient tracking and resolution of asset loss and security incidents</p>
Process Input Data	<p>Officials : PERSAL Number, Name, Surname, Gender, Government property issue, Directorate</p> <p>Visitors: Identity Card Number, Private Property</p> <p>Prohibited items</p>
Process Output Data	<p>Visitors card or slip that is issued on entry and returned back to security on exit</p> <p>Returning of prohibited items on exit</p>

STEP BY STEP GUIDE

Security Management: Access / Egress Control Process					
Nr	Task Name	Task	Responsibility	Supporting Documentation	Service Standard
1	Provide permission to enter the gate	<ul style="list-style-type: none"> Stop the vehicle to identify Incumbents. Request the official to display access card. Request vehicle permit issued by the Department. Request the visitor to produce ID or Driver's license. Capture relevant particulars in the Visitor's register. Get permission from the visitors to search the vehicle for any prohibited items. Request the visitor to declare that no prohibited items are present on the person or in the vehicle. 	Security Officer	<ul style="list-style-type: none"> Access card / Vehicle permit ID /Driver's License Register with captured relevant information 	3 Minutes
2	Provide parking to the officials and visitors	<ul style="list-style-type: none"> Allow officials to park their vehicles on designated areas. Indicate to visitors where their vehicles must be parked. 	Security Officer	<ul style="list-style-type: none"> Vehicle disk 	1 Minute
3	Provide access to the building	<ul style="list-style-type: none"> Request officials to display Dept. access card and declare any prohibited items and Dept. assets. Allow official to enter the building If no prohibited items or Dept. assets. Request the visitors to produce their ID Book or driver's License Request the Visitor to indicate the purpose of their visit and who the person/unit they are visiting. Capture applicable particulars in Visitors Register. Request the Visitor to declare any prohibited items and private property in their possession. 	Security Officer	<ul style="list-style-type: none"> Dept. ID card ID Book Driver's License Register with captured relevant information 	1 Minute

4	Record the prohibited items and other assets, parcels to be taken into the building.	<ul style="list-style-type: none"> Request the Officials and Visitors entering the building with prohibited items to hand over for safe keeping. Record prohibited items in the relevant register. 	Security Officer	<ul style="list-style-type: none"> Register with captured relevant information Fire arm license 	2 Minutes
5	Perform Searching	<ul style="list-style-type: none"> Search the parcels and bags with applicable apparatus to identify private property and prohibited items in order to ensure a secured environment. 	Security Officer	N/A	1 Minute
6	Grant access to visitors on appointment	<ul style="list-style-type: none"> Issue the visitor with visitor's card that must be displayed at all times before entering the building Contact official to be visited by the visitor telephonically to indicate the presence of the visitor. Request the official to collect the visitor from reception. Collect the visitor from the security. <p>If the visitor is to visit a unit,</p> <ul style="list-style-type: none"> Escort the visitor to the unit and assist the visitor to identify the official to be visited. Escort the visitor out of the building. 	Security Officer Official	<ul style="list-style-type: none"> Invitation letters Visitor's Cards 	5 Minutes
7	Monitor Egress with Dept. Assets	<ul style="list-style-type: none"> Report to the Security Desk on exit. Produce authority for removal of Departmental asset. Capture information in relevant register. Assist the official or visitor to collect any prohibited items and hand back visitors cards. 	Official Visitor Security Officer	<ul style="list-style-type: none"> Visitor's Card Authority Letter Prohibited Items register 	5 Minutes
8	Monitor Egress without Dept. Assets	<ul style="list-style-type: none"> Allow officials to egress the building Request visitors to report to the security desk, check out and hand back their visitors card. 	Security Officer	Visitor's card Register with captured relevant information	2 Minutes

LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Act Description or Document description	Effective Date (if applicable)
<p>Control Of Access To Public Premises And Vehicles Act 53 Of 1985</p>	<p>2 Access to public premises and vehicles</p> <p>(1) Notwithstanding any rights or obligations to the contrary and irrespective of how those rights or obligations arose or were granted or imposed, the owner of any public premises or any public vehicle may-</p> <p>(a) take such steps as he may consider necessary for the safeguarding of those premises or that vehicle and the contents thereof, as well as for the protection of the people therein or thereon;</p> <p>(b) direct that those premises or that vehicle may only be entered or entered upon in accordance with the provisions of subsection (2).</p> <p>(2) No person shall without the permission of an authorized officer enter or enter upon any public premises or any public vehicle in respect of which a direction has been issued under subsection (1) (b), and for the purpose of the granting of that permission an authorized officer may require of the person concerned that he-</p> <p>(a) furnish his name, address and any other relevant information required by the authorized officer;</p> <p>(b) produce proof of his identity to the satisfaction of the authorized officer;</p> <p>(c) declare whether he has any dangerous object in his possession or custody or under his control;</p> <p>(d) declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he has in his possession or custody or under his control, and show those contents to him;</p> <p>(e) subject himself and anything which he has in his possession or custody or under his control to an examination by an electronic or other apparatus in order to determine the presence of any dangerous object;</p> <p>(f) hand to an authorized officer anything which he has in his possession or custody or under his control for examination or custody until he leaves the premises or vehicle;</p> <p>(3) (a) Where an authorized officer grants permission in terms of subsection (2), he may do so subject to conditions regarding the carrying or displaying of some form of proof that the necessary permission has been granted, the persons on or in the premises or vehicle with whom he may not come into contact, the part of the premises or vehicle which he may not enter upon, the duration of his presence on or in the premises or vehicle, the escorting of the person concerned while he is on or in the premises or vehicle, and such other requirements as he may consider necessary.</p> <p>(b) Without prejudice to the provisions of the Trespass Act, 1959 (Act 6 of 1959), an authorized officer may at any time remove any person from any public premises or public vehicle if-</p> <p>(i) that person enters or enters upon the premises or vehicle concerned without the permission contemplated in subsection (2);</p> <p>(ii) that person refuses or fails to observe a condition contemplated in paragraph (a);</p>	<p>1985</p>

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Fire Arms Control Act 60 of 2000.	<p>(iii) the authorized officer considers it necessary for the safeguarding of the premises or vehicle concerned or the contents thereof or for the protection of the people therein or thereon.</p> <p>(4) If it is not practicable to examine or keep in custody on or in the premises or vehicle concerned anything which may be examined or kept in custody under subsection (2), it may be removed to a suitable place for that purpose.</p> <p>(5) The search of a woman under subsection (2) (g) may be carried out only by a woman.</p> <p>83. Firearms and ammunition must be stored and transported in the prescribed manner.</p>	2000
Firearms Control Act 60 of 2000 Firearms Control Regulations	<p>Storage of firearms and ammunition</p> <p>67. (1) Where a person provides storage facilities for firearms or ammunition to another person's, such storage facilities must conform to the applicable requirements for a safe or strong room as set in the SABS Standard 953-1 or 953-2.</p> <p>(2) Storage may only be provided to a person who may lawfully possess the firearm or ammunition.</p> <p>(4) During the storage of a firearm, it must be -</p> <p>(a) unloaded;</p> <p>(b) not readily accessible to unauthorized use; and</p> <p>(c) securely attached with a secure locking device to a non-portable structure in such a manner that it cannot readily be removed.</p>	2000

PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Unauthorized access	Entry to the government site without complying with the relevant access control procedures.	H	M	Implementation of the provisions relating to the Control of Access to Public Premises and Vehicles Act 1985, No 53 of 1985, the security management policy and security directive: access / egress control.	Manual
Unresponsiveness / non-co-operation	Resist implementation obstruct participation and negative interference by official and visitors during the implementation of access and egress control.	M	M	Implementation of awareness session and orientation session with officials. Display of notices on processes and consequences	Manual
False declaration / information	Producing of false information or declarations in order to gain access	M	H	Implementation of searching measures using electronic apparatus and provision of positive identification.	Manual

AUTHORIZATION

Authorization:	Name:	Signature:	Date:
Quality Checked by: Director	N.A.Mazizi		27/07/2018
Management Information Services			
Recommended By: Deputy Director: Security Management Services	J. Van Vuuren		27/07/2018
Recommended By: Director:	V. Tsako		02/08/2018
Office of the HOD			
Approved by: HOD	N. Baart		02/08/2018
Distribution and Use of SOP	District Managers, Corporate Service Managers, Service Managers, Area Managers, Assistant Managers		