Standard Operating Procedures (SOP) for:			
Working in Secure Areas			
SOP Number:	**DG24**	Version Number:	**1**
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Date	**15 July 2014**

Accountability:	
Position	Line Managers
Responsibility:	
Position	Directors/ Heads of Department

Revision History			
Version	Description	Author	Date
1	Initial version.	William Mordaunt	19/04/2010
1	Annual review- No Change	Ian Douglas	10/07/2014

Purpose and Objective:
Certain work areas within the College are designated secure areas and requires a higher level of protection than other work areas. To ensure that work in secure areas is managed in accordance with industry best practice. To define standards for working in secure areas.

SOP Text

	Responsibility	Activity
1.	Directors/ Heads of Department	Secure work areas shall be located in physically secure areas, protected by a physically sound security perimeter. All doors and windows shall be suitably protected against unauthorised access. Secure areas shall be sited to avoid access or even visibility by the public.
2.	Directors/ Heads of Department	Access to secure areas shall be by authorised personnel only. Entry control mechanisms shall be used to ensure that only authorised personnel are allowed access and that all accesses are logged.
3.	Directors/ Heads of Department	Employees, contractors and third parties should only be aware of the existence of, or activities within, a secure work area on a need to know basis.

4.	Directors/ Heads of Department	Personnel of contracted third-party service providers shall be given restricted access to secure areas and this shall be under supervision.
5.	Directors/ Heads of Department	Unsupervised working in secure areas shall be avoided for safety reasons and to prevent opportunities for malicious activities.
6.	Directors/ Heads of Department	Vacant secure areas shall be physically locked and periodically checked.
7.	Directors/ Heads of Department	Secure areas shall be monitored by intruder detection systems and, where practical, CCTV, monitored by security staff.
8.	Directors/ Heads of Department	Visitors to secure areas shall be accompanied at all times unless their access has been previously approved. A record shall be maintained of the arrival and departure times of all visitors.
9.	Directors/ Heads of Department	All staff and visitors requiring access to secure areas shall be made aware of the security requirements outlined in this procedure and of emergency procedures.
10.	Directors/ Heads of Department	No photographic, video, audio or other recording shall be permitted in secure areas without the prior approval of the appropriate director, head of department or institute manager.