








SOP Reference #: MAIN001

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|-----------------|--|-------------------|---------------|-------------|-----------------------|
| Operation/Task: | Building Maintenance Exterior Doors | | | Equipment: | N/A |
| Owner: | Manufacturing Manager | Date Created: | 5/28/14 | Department: | Manufacturing Support |
| | | Revision History: | See last page | | |

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of managing ENPOINTE Companies door access while maintenance is being performed.

| Step # | Alerts | Step Description - “What to Do” | “How to Do it” | “Why to Do it” |
|--------|---|-------------------------------------|---|--|
| 1 |  | Disable alarm – if applicable | Using the security system keypad, enter the code & door number. | To ensure the alarm does not sound. |
| 2 |  | Protect the security of our company | If for any reason when performing the task, maintenance staff need to leave the immediate proximity of the open door, the door should be closed and verified to make sure the door is secure by pushing/pulling on the door to ensure the door cannot be opened without a key. If the door cannot be secured for any reason the maintenance person will need to remain at the door or plan for an ENPOINTE employee (Non-Temporary Staffing) to be present. Prior to leaving, the replacement person must understand their responsibility of keeping the company secure. | To guarantee that entrance to ENPOINTE facilities is done so in a controlled manner. |
| 3 |  | Enable alarm – if applicable | Using the security system keypad, enter the code & door number. | To ensure the entrance is properly monitored for people entering and exiting the facility. |

Notes:

Anytime work can be scheduled in advanced would be helpful.

Definitions:

Track-IT – Electronic work order logging system

| Revision History | Description of Changes | Requested by | Date |
|------------------|---|--------------|---------|
| Rev 1 | Revised SOP to new format | Rick Hamann | 5/28/14 |
| Rev 2 | Added Revision History table | Rick Hamann | 8/1/16 |
| Rev 3 | Updated to current SOP format; branding updates: font, company name; Manager review – changed step 2&5 on how to disable and able the doors | Rick Hamann | 4/21 |

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Rev. Date 4/20