

Operation/Task:	Building Maintenance Exterior Doors-Vendors			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 by a Vendor

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	☑	Protect the security of our company	Check to see if the vendor has received the proper badge. If a vendor badge is not displayed in plain sight, ask the vendor if they have received a badge. Badges should be displayed at all times. If the vendor does not have a badge escort them to an entrance that they can be checked in.	To make sure the Vendors visit is documented.
2	◆	Disable alarm – if applicable	Using the security system keypad, enter the code & door number.	To ensure the alarm does not sound.
3	☑	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. The Vendor should be instructed that the door cannot remain propped open in the absence of ENPOINTE Employee.	To guarantee that entrance to ENPOINTE facilities is done so in a controlled manner.
5	☑	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.

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Definitions: <u>Track-IT</u> – Electronic work order logging system <u>Vendor</u> -Any non ENPOINTE Employee performing work requested by ENPOINTE
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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