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## **ACCESS TO PREMISES POLICY AND PROCEDURE**

### **1. SCOPE**

This policy applies to all employees, learners, visitors, and contractors who might be entering CTC's premises for different reasons. (Collectively called "persons entering CTC's premises")

### **2. PURPOSE**

The purpose of this policy is to explain the process to be followed by all in terms of access control to CTC's premises, to ensure that access of all persons is always controlled as effectively as possible.

### **3. PRINCIPLES**

- CTC provides a range of services to the community and to customers on a twenty-four seven basis, and Management is always committed to control access to the premises.
- Two Security Officers will man the gate during the day, from Monday to Friday, then have an extra Security Officer to assist on night shift for Saturday and Sunday.
- Vehicle scanners and registers are being used by Security Officers to scan licenses or record visitors entering CTC premises, should the scanner be non-functional for any reason.
- Before and after the peak-hour rush, boom-gates must be closed and normal access control applies, where the Security Officers scan licenses for visitors.


### **4. ACCESS TO THE PREMISES:**

#### **4.1. Alcohol and intoxicating substances:**

- Considering normal supervisory controls, all persons entering CTC's premises who are suspected to be under the influence of any intoxicating substance will be referred to the relevant HoD by the Security Officer. Such person will be tested immediately by the relevant HoD or Hostel Supervisor.
- Persons planning to enter CTC's premises will have the opportunity to test themselves before entering the premises at the self-testing station at the main gate.

#### **4.2. Pedestrian Control:**

- Persons entering CTC's premises as pedestrians are required to use the pedestrian gate on either side of the main vehicle access gates (whether the gates are open or not).
- The Security Officer should be alerted by ringing the buzzer provided on the east pedestrian gate.
- Pedestrians that are not learners, or not identified by the Security Officer as having a valid reason for visiting CTC, will not be allowed into CTC premises.

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- Pedestrians that are not learners will not be permitted after hours, unless accompanied by a person with permission to be on CTC's premises.

#### 4.3. Learner Control:

Learners that exit the premises during training hours (excluding break times) must show an **exit permit slip** to the Security Officer to exit the premises.

#### 5. Vehicle control:

##### Vehicle licence scanners and screening registers:


- All drivers who enter CTC premises with their vehicles must be scanned, where a driver's licence card must be produced, and the card disc scanned together with the licence card.
- Should the scanner malfunction or disconnect from the WiFi, manual registers must be completed by drivers accordingly.
- Access should then be given access at the gate and the person directed to their intended destination, if required.
- Visitors to Hostels or Lapa after hours: Vehicles entering the premises to visit Hostel Residents or functions at the Lapa after hours, must adhere to the scanning requirements as mentioned above.

#### 6. Gate Hours:

**6.1. Main Vehicle Access Gates:** These gates will be **open** during working hours from Mondays to Thursdays from 05h00 in the mornings until 17h00 in the evenings. On Fridays the hours are 05h00 to 15h00. The rest of the time the gates will be **closed**. During the **open** times access control will take place at the boom gates. During the **closed** times, access control will take place at the main vehicle access gates and the boom gates will remain open. After 23h00 until 05h00 the following morning the main vehicle access gates are **locked**.

**6.2. Pedestrian Access Gates:** Both pedestrian access gates must always remain closed. Access and egress can be gained from only the east gate during both **open** and **closed** hours of the main vehicle access gates, to facilitate screening and control of pedestrians coming into CTC premises, and they must identify themselves to the Security Officer after ringing the bell provided for this purpose, where required.

	Open Time (Access Control at the Boom Gates i.e., Booms are down)	Closed Time (Access control at the main vehicle access gates i.e., Booms are open)	Locked Time
Monday to Thursday	05h00 – 17h00	17h00 – 23h00	23h00 – 05h00
Fridays	05h00 – 15h00	15h00 – 23h00	23h00 – 05h00
Saturdays, Sundays and Public Holidays	–	05h00 – 23h00	23h00 – 05h00

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### 6.3. Peak traffic:

- Traffic at the gates are expected to peak during the 30 minutes before the start of the workday and 10 minutes after the end of the workday.
- To alleviate traffic congestion during this period, the Security Officers on duty are authorised to open both the main vehicle access gates as well as the boom gates.
- A Security Officer will however be **visible and present** at the side of the road, observing vehicles entering and exiting, and not seated in the guard room during this period.
- The Admin gate, with a Security Officer visible and present, will be opened in the afternoon to assist in easing knock-off time peak-hour traffic.

### 7. Other issues

- Copies of the CTC prospectus to be available at the gate to minimise walk-ins into the premises.
- CV's can be dropped-in at the gate to minimise walk-ins who only want to submit CV's.
- A telephone has been provided at the main gate guardhouse for ease of communication between the Security Officers and relevant CTC staff, and phone numbers of key staff members are available.