



MAGNUM CONSTRUCTION SERVICES INC.

SITE SECURITY AND VISITOR MANAGEMENT PLAN

(see form MCS-OP-F11A_Site_Security_Visitor_Management)

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1. PURPOSE

To define the procedures for ensuring that all project sites operated by **Magnum Construction Services Inc.** remain secure, controlled, and free from unauthorized access.

This plan provides a framework for:

- Safeguarding personnel, materials, and equipment.
 - Maintaining regulatory compliance with OSHA, ISO 45001, and client specifications.
 - Managing visitor access, deliveries, and emergency response coordination.
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2. SCOPE

Applies to all active **Magnum** projects, lay-down yards, and temporary facilities. Includes employees, subcontractors, vendors, inspectors, consultants, delivery drivers, and visitors.

3. REFERENCES

- **MCS-HSE-Manual:** Health & Safety Procedures
 - **MCS-OP-F10:** Workforce Rosters & Access Logs
 - **MCS-OP-F01:** Project Execution Plan
 - **MCS-HR-01:** New-Hire Orientation Package
 - **OSHA 1926, NFPA 730, ISO 45001, ISO 9001**
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4. RESPONSIBILITIES

Role	Responsibility
Project Manager	Overall implementation of this plan and liaison with client security requirements.
Site Security Officer (SSO)	Controls gate operations, issues badges, maintains logs, and supervises guards.
HSE Manager	Ensures safety inductions, ID verification, and emergency readiness.
Document Controller	Maintains digital records of access logs, permits, and visitor registers.
Subcontractor Supervisors	Verify that all workers under their supervision possess valid badges and training.
All Employees	Comply with security procedures, report suspicious activities, and display badges at all times.

5. SECURITY ORGANIZATION STRUCTURE

- **Security Officer → Project Manager → Executive Director**
- Guards, CCTV operators, and gate clerks report to the Security Officer.
- Security communication via VHF radios (Channel 1 – Gate / Channel 2 – Emergency).

6. ACCESS CONTROL PROCEDURE

1. **Entry Authorization**
 - Only personnel listed in the **Approved Workforce Roster (MCS-OP-F10)** may enter the site.
 - All must display company or subcontractor ID and valid PPE.
2. **Identification Badges**
 - Color-coded: Blue = Employee | Green = Subcontractor | Yellow = Visitor | Red = Restricted.
3. **Gate Control**



- Security logs all entry/exit times and checks against daily attendance.
 - Vehicle entry requires inspection and entry in the **Vehicle Log Register**.
 - 4. **Deliveries & Materials**
 - Delivery drivers must sign the **Material Delivery Log**; materials inspected by QA/QC or Procurement.
 - 5. **After-Hours Access**
 - Requires written authorization from the Project Manager and SSO.
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7. VISITOR MANAGEMENT

- Visitors must pre-register (24 hours notice) with Security.
 - Upon arrival:
 1. Sign in the **Visitor Register (MCS-OP-F10)**.
 2. Present valid government ID.
 3. Receive a safety briefing and temporary badge.
 4. Be escorted by an authorized Magnum representative at all times.
 - Visitor badges must be returned at exit.
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8. SITE SECURITY MEASURES

Measure	Description	Frequency / Control
Perimeter Fencing	8 ft chain-link fence with barbed wire top.	Continuous; inspected weekly by SSO.
Lighting	LED floodlights at gate, storage, and parking areas.	Nightly check by security.
CCTV Monitoring	24 hr coverage of gates and material yards.	Archived 30 days min.
Guard Patrols	Recorded hourly patrol rounds.	Logs submitted daily.
Vehicle Inspection	Random checks for tools and materials.	Each shift.
Emergency Access Control	Dedicated muster point and fire lane kept clear.	Inspected daily by HSE.

9. INCIDENT RESPONSE & REPORTING

- All thefts, vandalism, or security breaches must be reported immediately to the SSO and HSE.
 - A **Security Incident Report Form** must be filed within 24 hours.
 - CCTV footage and logbook entries must be retained for investigation.
 - Emergency contacts and evacuation routes displayed at gates and offices.
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10. TRAINING & AWARENESS

- All site personnel receive basic **Security Awareness Training** during induction.
 - Guards and security staff receive additional training in:
 - Conflict de-escalation
 - Emergency response
 - Access control software (use of ID systems)
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11. RECORDS & DOCUMENT CONTROL

Record Type	Form Code	Retention Period	Custodian
Daily Access Logs	MCS-OP-F10	10 years	Document Controller
Visitor Registers	MCS-OP-F10	10 years	Security Officer
Security Incident Reports	MCS-HSE-F09	10 years	HSE Manager
Vehicle Inspection Logs	MCS-OP-F11A	10 years	SSO
CCTV Footage	—	30 days minimum	Security Team



12. APPROVALS

Reviewer	Department	Signature / Date	Comments
Project Manager	Operations		
HSE Manager	Safety & Environment		
Site Security Officer	Security Control		
Document Controller	Project Controls		
Executive Director	Corporate		
Client / Consultant	External		

13. RECORD RETENTION

All security-related documentation shall be retained for a minimum of **10 years** from project completion and stored within the **Magnum QMS Document Control System (SharePoint / ERP)** under restricted access.