



MAGNUM CONSTRUCTION SERVICES INC.

WORKFORCE ROSTERS & ACCESS LOGS

Document Code: MCS-OP-F10 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To maintain accurate, real-time records of all personnel entering, exiting, and working on project sites under **Magnum Construction Services Inc.**

This ensures compliance with security, safety, insurance, and labor-law requirements while enabling workforce analytics, productivity tracking, and emergency accountability.

2. SCOPE

Applies to:

- All **Magnum** employees, subcontractor personnel, temporary labor, and site visitors.
 - All project sites, laydown yards, fabrication zones, and controlled access points.
 - Daily attendance, crew deployment, time in/out, and identification verification.
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3. REFERENCES

- **MCS-HR-01:** New-Hire Orientation Package
 - **MCS-HSE-Manual:** Site Access and Security Procedure
 - **MCS-OP-F08:** Meeting Minutes
 - **ISO 9001 / ISO 45001**
 - **OSHA 1926.20(b)** – General Safety and Health Provisions
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4. RESPONSIBILITIES

Role	Responsibility
Site Security Officer / Gate Clerk	Controls entry/exit, verifies IDs, PPE, and induction status.
HSE Manager	Confirms all personnel have valid orientation, training, and medical clearance.
Project Engineer / Foreman	Reports daily headcount and crew assignment to Document Control.
HR Coordinator	Maintains master personnel register and verifies insurance/contract validity.
Document Controller	Files digital access logs in QMS (ERP / SharePoint).

5. ACCESS CONTROL PROCEDURE

1. All personnel must hold valid **photo ID and site access card** issued by HR/Security.
2. Before first entry, workers must complete:
 - New-Hire Orientation (MCS-HR-01)
 - HSE Induction and PPE verification
 - Emergency contact registration
3. Security records each entry/exit in the **Daily Access Log** (digital or manual).
4. Visitors must be accompanied at all times and sign the **Visitor Access Register**.
5. Non-compliance (no ID/PPE) ⇒ denied entry + incident report to HSE.

6. WORKFORCE ROSTER TEMPLATE –

See form MCS-OP-F10A_Workforce_Rosters_Access_Logs



7. DAILY ACCESS LOG

See form MCS-OP-F10A_Workforce_Rosters_Access_Logs

8. VISITOR ACCESS REGISTER

See form MCS-OP-F10A_Workforce_Rosters_Access_Logs

9. EMERGENCY MUSTER LIST

Maintain an up-to-date printout at the main gate and muster point showing:

- All personnel currently on site.
 - Emergency contact numbers.
 - Crew supervisors.
 - Color-coded safety badges (Employee / Subcontractor / Visitor).
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10. SECURITY AND AUDIT REQUIREMENTS

- Logs reviewed weekly by **HSE Manager** for accuracy and compliance.
 - Random audits verify induction certificates and ID validity.
 - Non-conformances recorded on **MCS-HSE-NCR Form**.
 - Access data retained digitally for **10 years** for insurance and legal traceability.
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11. APPROVALS

Reviewer	Department	Signature / Date	Comments
Project Manager	Operations		
HSE Manager	Safety		
HR Coordinator	Human Resources		
Document Controller	Project Controls		



Reviewer	Department	Signature / Date	Comments
Executive Director	Corporate		