

Department	Environmental, Health and Safety	Document no	EHS-085		
Title	General Security Procedure for Manufacturing Area				
Prepared by:		Date:		Supersedes:	
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Approved by:		Date:		Review Date:	

1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

2.0 PURPOSE

To detail the General Security Requirements and Procedures for persons entering the site to access the Buildings.

3.0 SCOPE

Site Security Team ensures a high level of awareness for security measures implemented for general site access and for the manufacturing building amongst all staff is of critical importance not only for our customers and our integrity as a supplier of prescription medicines but also for continued compliance with the conditions of our licenses to manufacture, import and export Pharmaceutical products.

Site Security Team ensures the followings:

- Local government and site policy requirements for the handling of controlled substances;
- Compliance with site security, Corporate EH&S and Corporate [Quality Guidelines](#);
- Control of access to areas where contamination may result from unauthorised or untrained entry;
 - Control of access to areas containing Hazardous Chemicals;
 - Control and access to areas where printed packaging materials, raw materials, finished product and propriety information is either stored or can be accessed;

Effective security for the GMP site relies on:

- Conditional entry and management of all vehicles and personal entering site;
- Effective use of the installed 'Access Control' system;
- Effective monitoring of the installed 'CCTV' and 'Alarm' systems.

4.0 RESPONSIBILITY \ BUSINESS RULES

4.1 Business Rules

The following business rules apply for access to the GMP Manufacturing Building:

4.1.1 Entry into the Manufacturing building is 'Restricted' to site employees and/or Approved (read inducted) contractors.

4.1.2 Visitors and un-approved contractors are 'Not' permitted entry into the site building unless accompanied by a permanent staff member.

4.1.3 It is the responsibility of the hosting site staff member to remain with the visitors or contractors for the duration of their visit, whilst inside the GMP building.

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Visitor day passes permit site entry for visitors/contractors but do not provide entry into the GMP building.

Similarly any after-hours access to the GMP Building is by pre-programmed access card only. Emergency entry to the building will only be granted after:

- A Security Guard has first verified your identity and received approval via telephone to permit access
- A Security Guard accompanies the person into and out of the building for the emergency or to retrieve any personal belongings

Security officers have the authority to refuse entry to the site to any person they cannot identify or to whom they do not have approval to allow on site or into the building for the unscheduled visit. Where staffs are required to work overtime, which involves after hours access into the Manufacturing plant, prior notification must be given to the Building Services Team to advise the security supervisor and enable access cards to be appropriately pre-programmed.

N.B: For both evening shift and after hours operations the Receiving / Dispatch dock-way roller doors should always remain closed except when in immediate use; i.e should be closed at the end of each day shift.

5.2 Normal Operating Hours for the Manufacturing Building

Manufacturing work two 9.5 hour shifts from Monday to Thursday, with a half hour changeover and a single 9 hour day shift on Fridays. Thus normal working hours for the Manufacturing building are:

Monday to Thursday From 6.30am to 2.00am the following morning Friday From 6.30am to 4.30pm

Manufacturing Contract Cleaning Staff occupy the building:

Monday to Friday From 6.00am to 11.00pm

Notes: Hours worked on Friday evenings and / or weekends are worked as overtime.

Laboratory staff may require access for brief periods on weekends to monitor the progress of long running analysis work being undertaken in the laboratory.

5.3 Evening Shift

A small production team generally works 'Evening' shift Monday to Thursday under the supervision of three rotating production Team Leaders, who are responsible for all people in the manufacturing building after 6.00PM.

Site security policy is that any person remaining in the building after 6.00PM must report their presence in the building to the Evening Shift Team Leader or equivalent. The Team Leader will then include the person's name on the evening shift evacuation sheet.

Note: Contracted casual production workers are sometimes used. Team Leaders will pick up evening shift casuals from the security gatehouse on arrival and accompany them to the production area.

5.4 Overtime

Manufacturing production staff may work overtime on the following shifts:

Friday From 4.30pm to 12.00pm; Saturday From 6.00am to 3.00am

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Note: ID badges are approved and issued for personal access ONLY. Thus personal ID badges are not to be lent to other individuals.

5.8 Terminated Employees

Managers must ensure that the ID badge and any facility keys held by the terminated employee are collected and returned to the Security Management team before the employee leaves the site. (This includes locker, desk, cabinet keys, etc.)

5.9 Contractors and Visitors

All visitors and contractors must produce photo identification and be signed into the site visitor's book at the security gatehouse. Visitors and contractors will be issued a visitors badge and must display the badge at all times, whilst on the site. Security will ask visitors / contractors to wait at either the Administration or Manufacturing foyers for collection by the nominated site contact person before continuing on inside the site.

5.10 Building Alarms and Security Lighting

The Manufacturing Building is protected by alarm systems. Defective external building lighting and essential walkway / corridor lighting should be reported immediately and not be isolated for any reason without prior consultation with the to the Facilities Manager.

5.11 Travel Advisory Information

Site colleagues planning overseas travel can request travel advisory information from the Site Security Management Team prior to completing arrangements. The Site Security Management Team has access to Corporate Security Travel advisory information service and can also arrange emergency contacts etc for colleagues planning travel to countries of high personal risk.

5.12 Fire and Security Surveillance Schedules

At all times and especially when the building is un-occupied or during the evenings Security Officers, on duty are required to visually inspect / check defined patrol areas. The areas are defined by the patrol electronic button system to enable reporting of patrols to the security management team. The inspection / patrol should check for:

- Ensure that there are no signs of fire present in the building;
- Ensure that all entry, exit and emergency exit doors are secure;
- Check for signs of forced entry or fraudulent activity.

If a Fire is Detected , the Security Guards are to initiate emergency procedures immediately.

5.13 Additional Duties

At the completion of evening shift, if available, a guard may be present in front of the GMP building to monitor that no bulk materials (drums, buckets, boxes) or equipment is being removed from the building; i.e. The officer's presence can also serve to ensure the safety of staff returning to their vehicles in the early hours of the morning.

6.0 DEFINITIONS / ACRONYMS

N/A

7.0 SUMMARY OF CHANGES

Version #	Revision History
EHS-085	New