



Purpose

The purpose of this document is to define a policy for visitors that enter the LSD&FC Facility.

Scope

This policy applies to all non-employees of LSD&FC and non-security personnel assigned to LSD&FC.

Guidelines and Requirements

- ISO/IEC 17025: 2017 (E) Standards
- R104 - A2LA General Requirements – ISO/IEC 17025:2017 Accreditation of Field Testing and Field Calibration Laboratories
- P113- A2LA Policy on Measurement Traceability for Life Sciences Testing and Forensic Conformity Assessment Bodies (CABs)
- P102a – A2LA Policy on Metrological Traceability for Life Sciences Testing and Forensic Conformity Assessment Bodies for all Calibrations and Verifications of Measurement and Test Equipment
- AABB's Guidelines "Guidance for Standards for Relationship Testing Laboratories", 12th Edition.

Definitions

Access - The ability and opportunity to gain entry to a protected area.

Access Control - The control of persons and vehicles through entrances and exits of a protected area; an area of security that often utilizes hardware systems and specialized procedures to control and monitor movements into, out of, or within a protected area.

Authorized Guide – A person that has authority to invite a visitor or that has been assigned to escort a visitor. This person may also be referred to as a **sponsor**.



Government Issued Photo ID – A means of identification of a person that must include name and photo such as; i) International Passport ii) Driver's License iii) Voter's Card and iv) National Identification Number.

Operational Area - Any area where evidence or DNA samples may be stored or processed. Any area where confidential records and documents may be stored in a hard-copy or electronic form. These areas are controlled through mechanical locks and/or electronic card access.

Secure Facility - The physical Infrastructure housing the Lagos State DNA & Forensic Center located at 48 Broad Street, Lagos. This facility has physical security safeguards and access controls in place to prevent unauthorized access. This infrastructure is divided into a large three-story building, a smaller one-story building, grounds, parking space, and two gatehouses.

LSD&FC has taken a graded approach to physical protection through the use of specifically defined areas with increasing levels of security. These areas are defined below.

The main facility is divided into a top security level area and a medium security level area (see definitions for top security and medium security level areas). The ground floor of the main facility includes a security checkpoint staffed with a security guard and equipped with an X-ray screening system, a visitor's reception area, a DNA relationship testing collection area and its associated payment processing desk. The first, second, and third floor of the main facility are considered operational areas – Also referred to as Sections - and fall under the “top security” classification.

The smaller structure is a one-story building with its own physical entrance from the parking area. This building is referred to as the “Cafeteria”.

- **Low Level Security Areas** - These areas include the gatehouse, grounds, and parking.



- **Medium Level Security Level Areas** - These areas cover the ground floor of the main building and the smaller structure referred to as “Cafeteria”. All corridors and stairs within the main facility outside the operational areas fall under this category.
- **Top Security Level Areas** - All operational areas located on the first, second, and third floor of the main facility. Entrance to such areas are marked “Authorized Personnel Only”.

Service personnel – Cleaning, maintenance, or other servicing personnel who are either employees of LSD&FC or contracted through LSD&FC who require occasional access to carry out custodial or maintenance duties.

Section Personnel – LSD&FC Personnel assigned to areas specific forensic disciplines e.g. DNA & Forensic Biology Section, Toxicology or Drug Chemistry Sections.

Staff Entrance Gatehouse: Structure located at 48 Broad Street housing security personnel 24/7.

Visitor – Persons requesting access to the Secure Facility who are not an LSD&FC employee. This includes family and friends of LSD&FC Personnel, former employees of LSD&FC and employees of other companies visiting to effect repairs.

Visitor's Badge – A badge issued/authorized by LDF&FC Center Director bearing a unique identification number and a barcode. This badge must be worn by the visitor at all times.

Visitor's/General Entrance Gates – A Visitor's Pedestrian Entrance Gate and a Visitor's Vehicle Entrance Gate adjacent to the Visitor's/General Gatehouse.

Visitor's/General Gatehouse - Structure located at the Odunlami Street visitor entrance, housing security personnel 24/7 and that serves as a holding station for visitors.



Visitor's Designated Parking Area – A space that can accommodate vehicles that are allowed to enter the premises. It is located between the main building and the Visitor's/General Gatehouse.

Responsibilities

All LSD&FC Personnel are responsible for reporting the presence of unauthorized visitors and breaches of security to the security officers and Center Director.

The Center Director has the authority to grant or deny access to the facility.

Policies

- Only LSD&FC Personnel will have unescorted, general access to areas of the facility authorized by their access level.
- The LSD&FC Facility shall track visitor access with a sign in/out log.
- Only the Confidential LSD&FC Visitor Log Book specifically developed for LSD&FC shall be used to maintain physical audit trail of visitors at the secure facility.
- The primary Visitor log shall be used to maintain a physical audit trail of visitor activity to the facility for the low and medium security level areas. A secondary visitor log shall be used to maintain a physical audit trail of visitor activity to the facility for the top security level areas.
- The Primary Visitor Log Book shall be maintained by the Security Manager
- The Secondary Visitor log shall be maintained by the Receptionist assigned to each operational area.
- The visitor's logs shall be maintained for a period of 10 years in paper format or as restricted by rule, regulation, or statute of Lagos State.
- The LSD&FC Center Director or his/her designee shall review this policy annually to ensure its efficiency. The annual review shall include an audit of the visitor's logs. Any deficiency shall be noted and, if systemic or egregious in



nature, proper corrective action shall be taken. All visitors must request access to the Secure Facility at the Visitor's/General Gatehouse. Visitors must provide a government-issued photo ID* to the security officer on-duty. After verification of the proper form of identification, the visitor will enter the following information in the Confidential Primary Visitor Log Book:

- Date
- Name
- Signature
- Phone Number
- Time of Entry
- Time of Exit
- Initials

The receptionist and security officer shall verify that all information entered in the log book is correct. The visitor must then be provided an Enquiry Form to fill out unless the visitor has been called by LSD&FC Personnel for the provision of a service such as maintenance or repair, or the visitor is delivering supplies. Upon completion, the visitor's Enquiry Form must be forwarded by the security officer to the appropriate section within LSD&FC.

Upon exit, the security officer shall ensure that entries in the log book are completed by making sure the visitor completes the time of exit section.

*Minor children may access the facility if accompanied by parent(s) or adult legal guardian and with provision of a birth certificate.

- After check-in by completing the visitors log book at the Gatehouse, visitors, except for minor children, will be given a badge identifying them as a visitor. Visitors shall surrender the badge at the Gatehouse upon leaving the Secure Facility.



Visitor's Policy

Visitor's Policy

- Visitors shall be escorted by a security officer at all times except within the operational areas where LSD&FC staff will serve as the authorized guide.
- Access to the main facility requires going through a security check-point located in the ground floor lobby. All visitors and belongings will be screened with an X-ray machine at this check-point.
- Visitors accessing the ground floor of the main building will be escorted at all times. Service Personnel employed by LSD&FC are not required to sign the visitor's logs and are permitted unescorted access to their designated work space.
- Maintenance contractors shall be accompanied by LSD&FC Maintenance Personnel. Access to operational areas is only permitted in the presence of section personnel (i.e. DNA, Toxicology, Chemistry, etc...)
- Security personnel have authority to access the Secure Facility anytime throughout the day or night when called for emergency or when there is suspicion of unauthorized activity. All visitors requesting access to an operational area must first request access at the Visitor/General Gatehouse. If access is granted, the visitor shall be escorted by security personnel to the security check-point located in the lobby of the main building. After going through the security check-point, and if no issues are identified, the officer in charge must announce the visitor to the receptionist of the area to be visited. The visitor must be escorted by a security personnel to the operational area and handed over to the LSD&FC staff sponsoring the visit. On no account will the security officer leave the security post on the ground floor lobby unattended. Alternatively, the LSD&FC personnel must go down to the lobby and personally receive and escort the visitor to the operational area.
- Modes of access to the facility:
Pedestrians will enter through the Visitor's Pedestrian Entrance Gate adjacent to the Visitor/General Gatehouse.



For visitors driving a vehicle and requesting parking at the LSD&FC, the following procedure must be completed prior to providing access to the Visitor's Parking Area:

The security officer on duty will stop the vehicle at the Visitor's Vehicle Entrance Gate. He/she will then inform the driver of the car that a vehicle search is required prior to access to the visitor's parking. The security officer will request the driver to provide a government issued photo ID. After verification of the ID, the security officer will confirm that this person is coming on site for the right reasons. The security officer will then instruct the driver to switch off the car unlock all doors, and open trunk and hood. The officer will look for anything inconspicuous. If bags, luggage, boxes, tarps etc... are noted, the security officer will ask the driver to do the lifting or opening of containers and then proceed with inspection of contents.

Once the vehicle has been cleared, the security officer will direct the driver to the Visitor's Parking Area. Upon exit of the vehicle, the security officer will escort the occupants of the vehicle to the Visitor's/General Gatehouse for proper check-in procedure. In the event that all parking spaces are occupied at the Visitor's Parking Area, the security officer will direct the driver to the overflow parking facing the entrance to the main building.

- The entrance to operational areas is controlled through card-access. All visitors must ring a door-bell at the entrance to request access. The receptionist will provide the visitor access to the reception area. The visitor shall provide a government-issued photo ID* to the receptionist. After verification of the proper form of identification, the visitor shall enter the following information in the Secondary Confidential Visitor Log Book:
 - Date
 - Name
 - Signature
 - Phone Number
 - Time of Entry



Visitor's Policy

Visitor's Policy

- Time of Exit
- Initials
- The receptionist shall verify that all information entered in the log book are correct and make a copy of the government-issued ID to be kept on file. This information shall be maintained for a period of 10 years or less depending on the LSD&FC accreditation cycle or as restricted by rule, regulation, statute of Lagos State. The receptionist will then notify the LSD&FC Sponsor or request an authorized guide from the area to be visited.
- Visitors entering the operational areas shall be under the direct supervision of the Authorized Guide at all times.
- The Authorized Guide or Sponsor must inform the visitor of any potential hazards to which they may be exposed while in the operational area, as well as any appropriate precautions the visitor must take to protect themselves. Under special circumstances, visitor may be asked to wear personal protective equipment. Upon completion of the visit, the visitor shall sign-out the secondary logbook. An LSD&FC staff member shall escort the visitor to the lobby where a security officer shall then accompany the visitor to the Visitor's/General Gatehouse for completion of the visit.

Emergency Evacuations: In the event of an emergency, it is the sponsoring employee's responsibility to ensure that the Visitor remain in the Evacuation marshalling area. Emergency Coordinators will tally all Visitors using the Visitor Check-In information logbook located at the Visitor's/General Gatehouse. *Visitors will not leave the property until it is confirmed with the emergency Coordinators that they have successfully evacuated the building.*



Policy Review, Sign Off & Effective Date

Procedure History			
Initial Version Created			
Author		Date	
Soraya McClung		06/18/2018	
Current Version		Effective Date	
v2.0		November 13, 2018	
Review & Approval History			
Date	Reviewed & Approved by		Title
11/13/2018			Soraya McClung, MFS Director, DNA Technical Leader
11/13/2018			Richard I. Somiari, PhD Center Director
Revision History			
Date	Reason for Revision	Reviser	Version being changed
11/13/2018	Updated Guidelines & Requirements Added SOP Number to Footer	Soraya McClung	v1.0
Review History			
Reviewed By		Date	Version