 ALPHA PLUS LIGATIO METALLICA	Sign In - Sign Out Procedure	Doküman No	PSD033
		İlk Yayın Tarihi	28.07.2025
		Gözden Geçirme Tarihi	05.01.2026
		Revizyon Tarihi	
		Revizyon No	
		Sayfa No	1/3

Scope: All employees, visitors, contractors, and subcontractors

1. Purpose

This procedure has been established to ensure security, accountability, occupational health and safety, and compliance with Alpha Plus's site rules, Responsible Business Conduct Policy, and RJC Code of Practices 2024.

It applies to all employees, visitors, contractors, and subcontractors entering or exiting Alpha Plus premises.

2. Sign-In Registration

2.1 Mandatory Sign-In: All employees, visitors, contractors, and subcontractors must complete the sign-in process before entering Alpha Plus facilities.

2.2 Sign-In Form Content: The Sign-In Sheet includes the following information:

- Full name and contact details
- Company name, title, and affiliation
- Purpose of visit (e.g. visit, maintenance, project work)
- Date and time of entry
- Reference to Alpha Plus Site Rules and Safety Instructions

2.3 Digital and Physical Records:


- Sign-in/sign-out is conducted via digital systems and/or physical logbooks.
- Both methods are considered valid and controlled.

3. Compliance Acknowledgement

Individuals signing the form **declare that they have read, understood, and agreed** to comply with:

- Site rules
- Health & safety requirements
- Responsible Business Conduct principles

Signatures are retained for **legal, compliance, and audit purposes.**

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		Sayfa No	2/3

4. Access Control and Identification

4.1 Access Authorization:

- Access is granted **only after registration and acceptance of site rules**
- Restricted areas may only be accessed with **departmental approval**
- Unauthorized access is strictly prohibited

4.2 Temporary ID Badges:

- Visitors and contractors are issued **temporary identification badges**
- Badges indicate access level and must be **worn visibly at all times**
- Badges are collected upon exit

5. Site Induction and Awareness

5.1 Site Orientation: All first-time visitors and contractors receive a site induction briefing. The briefing covers:

- Site rules and emergency procedures
- Occupational health and safety requirements
- Alpha Plus Responsible Business Conduct Policy
- Relevant RJC standards

5.2 Information Materials:

- Orientation materials, brochures, or guidelines are provided where applicable
- Procedures and policies are reviewed and re-communicated annually

6. Recordkeeping and Audit Control

6.1 Data Security:


Entry/exit records are:

- Stored in secure digital systems
- Archived physically in controlled areas

Access is restricted to authorized personnel only

6.2 Audit and Compliance:

- Records serve as objective evidence of RJC compliance
- Documents are reviewed during internal and external audits
- All records are backed up daily to prevent data loss

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7. Sign-Out Procedure

- All individuals must complete the **sign-out process** upon leaving the premises
- Temporary ID badges must be returned
- Any incidents, observations, or safety concerns are encouraged to be reported during exit

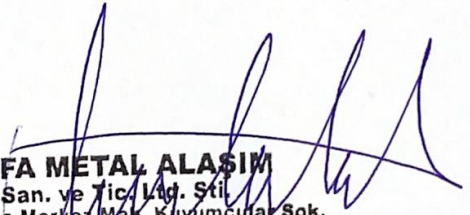
8. Objectives of the Procedure

This procedure aims to:

- Protect employee and visitor safety
- Ensure compliance with ethical, legal, and RJC requirements
- Maintain control over site access and movement
- Provide documented evidence for RJC COP 2024 audits
- Promote responsible and transparent business practices

APPROVED BY THE GENERAL MANAGER AND THE BOARD OF DIRECTORS.

Alfa Metal Alaşım San. ve Tic. Ltd. Şti.


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