

	ENTRY AND EXIT PROCEDURE		Document No	EYS.PR.18.E
			Release Date	03.03.2025
			Revision No	01
			Revision Date	-
			Information Class	Internal Use

PURPOSE

The purpose of this procedure is to explain the systematic recording of all employees, contractors, and visitors entering and exiting ALEKS METAL facilities, to ensure facility security, and to enforce compliance with company policies and procedures.

SCOPE

This procedure applies to all employees, visitors, and contractors entering ALEKS METAL facilities.

DEFINITIONS AND ABBREVIATIONS

- ALEKS METAL: Company Name
- RJC: Responsible Jewellery Council
- KYC: Know Your Counterparty

APPLICATION

1. All contractors, visitors, and employees must complete a registration form before entering the facilities. This form must include the name, contact information, corporate details, and purpose of the visit.
2. Individuals who sign the form commit to having read and agree to comply with the site policies and safety regulations.
3. Upon completing the registration process, individuals will be issued a temporary ID card, which must be returned upon exit.
4. Visitors' IDs will be securely retained for the duration of their stay at the facilities and returned upon departure.
5. New visitors and contractors will be provided with an orientation regarding site rules and safety procedures.
6. Entry and exit records will be stored both digitally and physically. These records will be used to verify compliance with RJC standards and will be subject to regular audits.
7. Individuals leaving the facilities must complete the exit procedures, return their temporary ID cards, and reclaim their personal identification.

RESPONSIBILITIESX`

The Security Department, Human Resources Department, and relevant department managers are responsible for implementing this procedure. System compliance control is carried out by the Quality and Compliance Department.

APPENDICES - RELATED DOCUMENTS

- ISO 9001 Quality Management System Standard

Hazırlayan Entegre Sistem Yönetim Temsilcisi	Kontrol Eden Entegre Sistem Yönetim Temsilcisi	Onaylayan Genel Müdür	Sayfa 1 / 2
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Bu dokümanın tamamının her hakkı saklıdır. Kuruluşumuzun izni alınmadan hiçbir biçimde çoğaltılamaz ve dağıtılamaz. Bu doküman elektronik ortamda ortak bir alanda muhafaza edilecektir ve ıslak imza kullanılmayacaktır.

Basıldığında ıslak imza ile onaylanır ise **Kontrollü Kopya**, onaylanmaz ise **KontROLSÜZ Kopya** sayılacaktır.

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- ISO 45001 Occupational Health and Safety Management System Standard
- ALEKS METAL Site Policies and Safety Instructions
- Temporary ID Card Form
- Entry-Exit Registration Form