1. **Scope**

All organisational premises that have public access, delivery and loading areas are subject to specific access controls.

1. **Responsibilities**
   1. The Premises Manager is responsible for ensuring that these controls are implemented.
   2. The Premises Manager is responsible for ensuring that sites are equipped with required entry controls.
2. **Procedure** [ISO27002 Clause 11.1.6]
   1. Retirement Capital controls access to its premises by unauthorised persons by:
      1. Restricting access to delivery and loading areas at all its sites from outside the building either to personnel identified and authorised in line with [ISMS-C DOC 11.1.2d](ISMS-C_DOC_11.1.2d.docx) and [ISMS-C DOC 11.1.2](ISMS-C_DOC_11.1.2.docx) or to personnel identified and authorised as employed by the third party delivering to or collecting from the site.
      2. Ensuring that delivery personnel cannot gain access from the delivery and loading area to other parts of the site, by applying physical entry controls in line with ISMS-C DOC 11.1.2d and ISMS-C DOC 11.1.2.
      3. The external doors of the delivery area are closed when the internal doors are opened.
      4. Incoming material is assessed by the Premises Manager for threats (particularly physical threats) before it is moved from the delivery area to the point of use.
      5. Incoming information assets should be registered on arrival by the Company Administrator, classified and stored in the relevant secure location.
      6. Keeping incoming and outgoing shipments physically separate.
      7. Where third parties (buildings management, etc.) are responsible for receipt of deliveries, these controls are specifically agreed with all parties.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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