

WORKFORCE ROSTERS ACCESS

STRAVIK Construction Group · Controlled Document

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STV-OPS-PRO-010	00 (Initial Issue)	2026-10-24	[VICE PRESIDENT / OPERATIONS]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To maintain accurate, real-time records of all personnel entering, exiting, and working on project sites under STRAVIK Construction Group This ensures compliance with security, safety, insurance, and labor-law requirements while enabling workforce analytics, productivity tracking, and emergency accountability.

2. SCOPE

Applies to:

- All STRAVIK employees, subcontractor personnel, temporary labor, and site visitors.
- All project sites, laydown yards, fabrication zones, and controlled access points.
- Daily attendance, crew deployment, time in/out, and identification verification.

3. REFERENCES

- STV-HRM-PRO-001: New-Hire Orientation Package
- STV-HSE-MAN-001: Site Access and Security Procedure
- STV-OPS-PRO-008: Meeting Minutes
- ISO 9001 / ISO 45001
- OSHA 1926.20(b) – General Safety and Health Provisions

4. RESPONSIBILITIES

Role Responsibility

Controls entry/exit, verifies IDs, PPE, and Site Security Officer / Gate Clerk induction status.

Confirms all personnel have valid HSE Manager orientation, training, and medical clearance.

Reports daily headcount and crew Project Engineer / Foreman assignment to Document Control.

Maintains master personnel register and HR Coordinator verifies insurance/contract validity.

Files digital access logs in QMS (ERP / Document Controller SharePoint).

5. ACCESS CONTROL PROCEDURE

1. All personnel must hold valid photo ID and site access card issued by HR/Security.
2. Before first entry, workers must complete:
 - New-Hire Orientation (STV-HRM-PRO-001)
 - HSE Induction and PPE verification
 - Emergency contact registration
3. Security records each entry/exit in the Daily Access Log (digital or manual).
4. Visitors must be accompanied at all times and sign the Visitor Access Register.
5. Non-compliance (no ID/PPE) → denied entry + incident report to HSE.

6. WORKFORCE ROSTER TEMPLATE -

See form STV-OPS-REG-010A_Workforce_Rosters_Access_Logs

7. DAILY ACCESS LOG

See form STV-OPS-REG-010A_Workforce_Rosters_Access_Logs

8. VISITOR ACCESS REGISTER

See form STV-OPS-REG-010A_Workforce_Rosters_Access_Logs

9. EMERGENCY MUSTER LIST

Maintain an up-to-date printout at the main gate and muster point showing:

- All personnel currently on site.
- Emergency contact numbers.
- Crew supervisors.
- Color-coded safety badges (Employee / Subcontractor / Visitor).

10. SECURITY AND AUDIT REQUIREMENTS

- Logs reviewed weekly by HSE Manager for accuracy and compliance.
- Random audits verify induction certificates and ID validity.
- Non-conformances recorded on STV-QMS-REG-008 NCR Log.
- Access data retained digitally for 10 years for insurance and legal traceability.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.