



1. Purpose

This SOP explains the controlled access protocols for the KALITTA CHARTERS, LLC. facility which is located at 49910 Tyler Road Ext. Building 2613 Belleville MI 48111.



2. Scope

Facility and technology access are the two main components of this SOP for KALITTA CHARTERS, LLC..

3. Policy

3.1 Facility Security

Access to the building is controlled by RFID badges which are unique to each employee. All doors are locked at all times unless unlocked by a badge or opened by an employee to allow a non-employee access.

Non-employees are escorted on the premises by an employee at all times.

Certain internal areas are controlled by the RFID badges to allow only specific individuals access to secure areas.

3.2 Technology Security

Computers are accessed through unique login ID's and passwords per user and the computers will automatically lock after a brief time period of inactivity.

