Internet eXchange Point of Nigeria(IXPN)Ltd/Gte.

LOCATION ACCESS PROCEDURE

General Preamble

It is the goal of Internet eXchange Point of Nigeria to provide safe and secured environment for all equipments and devices located at the office. Access to the Internet exchange Point location equipments is limited to only IXPN staff and authorized Visitors.

This ensures the safety of staff, devices, contractors and visitors to the Exchange Point. Access is restricted to unauthorized persons in certain off-limit areas of the Exchange Point and Permits To Work are required to be issued prior to carrying out any non-routine work.

The purpose of this procedure is to ensure managers and employees are aware of IXPN's requirements in relation to restricted access.

Visitors are considered to be any Client /individual that are not members of IXPN staff. However, they can obtain access when authorized by an IXPN employee and allowed access through an IXPN issued badge.

There will be a general access Badge with the Network/Communication Department Manager who will ensure that activities are monitored. Access must be logged before entry is accepted. Staff of IXPN will be assigned to monitor activities of the visitor.

Visitors can help speed the access process by providing advance notice of intended visit to the IXPN. Without advance notification, visitors must contact an IXPN employee to verify the official nature of the visit and/or sponsor the visitor's entering of IXPN facilities. This can cause considerable delay.

In order to minimize delays for visitors, please E-MAIL the technical department i.e. noc@ixp.net.ng The e-mail should contain the name of the visitor, date, approximate time, number of visitors and sponsor's name and number or call (234-809-387-8110) when immediate attention is needed. Last minute notifications will cause delays. Visitors must show the Security Officer a valid picture ID (Driver's license, Company ID, National passport etc.). They will be required to sign-in at the front desk, log in their name and other relevant information.

The IXPN'S visitor's badge is valid for one day only.

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Responsibilities/Authority

RESTRICTED ACCESS

1. **The General Manager** is required to ensure control measures are maintained to restrict access to authorized persons and ensure appropriate signage is in place to identify restricted access.

   1.1 **Section Managers** in conjunction with the Maintenance/Network Representative if applicable will assess:
   the area(s) under their control to determine which areas require restricted access; who should be given access to the area; how the restricted access will be applied such as signage or lock and key issue.

   1.2. Section Managers are also required to;

- Restrict access to areas by persons other than those authorized to enter the restricted areas.

- Nominate a responsible person to oversee the restricted area(s) if applicable.

- Ensure that all areas requiring restrictions or access be identified with appropriate signage.

- Ensure that restricted areas are regularly monitored and that all restrictions are complied with.

- Have in possession IXPN issued Badge which must be monitored and logged in at every usage.

2. VISITORS IN OFFICE ENVIRONMENT, NOC CENTER AND ADMINISTRATIVE OFFICES

2.1. **Heads of Technical and Departmental Managers** of Office Environment, NOC Center and Administrative offices are responsible for:

- Ensuring all employees, visitors and Technical Staff of Members, who may be considering bringing devices and equipment to the Exchange Point are aware of this procedure.

- Ensuring individuals granted permit are accompanied or otherwise shall not be allowed entry into the Office environment, NOC Center or Administrative Offices unless with the knowledge and permission of the Technical Manager or relevant authority.

- Ensuring that Office Environment, NOC Center or Administrative offices are specifically prepared for visitors limiting them strictly to only the areas where they require access for any necessary function.

- Authorizing personnel only after due consideration of all circumstances, to enter Office Environment, NOC Center or Administrative office.

3. WORK PERMITS

3.1 Authority to Issue a Work Permit

The following personnel have the authority to issue a work permit. In some circumstances more than one permit may be required to be issued for a single job.

Electrical: Network/Communication Manager or equivalent or delegated representative

NOC Center: Technical and Network Manager or equivalent or delegated representative.

Roof Access &: Network/Communication Manager or equivalent or delegated representative

Elevated work

Clearance: Nominated department managers prior to work being undertaken.

Work Permit: Issued with the contract, following an induction by Project manager

All permits are to be displayed and available for inspection whilst work is being undertaken and records kept for a period of 10 years.

3.2. **Responsibilities of the person authorized to issue each permit.**

- Ensure all hazards associated with the proposed job have been identified, assessed and controlled.
- Be familiar with the intended task(s)
- Ensure that the area and equipment are made safe before hand over.
- Outline how the work is to be undertaken (e.g. procedures, precautions, equipment, location, start time, duration) – verbally and where necessary in writing
- Ensure that permits are cross referenced with other permits (e.g. confined space entry permit and Administrative entry permit)
- Records of work permits shall be kept in the maintenance department.

3.3 Supervisors responsibility

• Supervisors must understand the work for which a permit has been sought and understand isolation and tagging procedures,
• Ensure that a permit is granted before work commences.
• Ensure that the person(s) doing the work are appropriately qualified to do the work
• Ensure that all checks are undertaken to ensure that the permit was used correctly
• Ensure appropriate persons are informed when a job is completed or suspended and that the permit is cancelled.

3.4 Responsibilities of the person undertaking the work

• Satisfy themselves that they understand the requirements of the permit
• Be skilled, qualified trained and competent to perform the work, including the use of any personnel protective equipment or rescue equipment.
• All aspects on the work form must be completed and documented.
• Adhere to the Permit to Work requirements'
• Ensure the job is performed in a safe manner.
• Confine themselves to the location permitted.
• Confine themselves with only their equipments /device. If they want to work on a common infrastructure they must inform the IXPN personnel assigned to them.

Definitions

Authorized Persons: Persons nominated by a department who are authorized to work in or enter a restricted area. This may include employees, member maintenance staff, visitors or contractors depending on the nature of the work being undertaken.

Restricted Area: Allocated areas, that are defined by signage and or locking devices in which only authorized personnel are permitted to enter and or work.

Permit to work system: is a formal written system used to control certain types of potentially hazardous work. It is also a means of establishing an effective means of communication and understanding between Internet Exchange Point personnel requiring the work to be done and the personnel or contractors who are going to do the work. The issue of a permit does not in itself make a job safe. It also does not constitute permission to do dangerous work and therefore should not be seen as an easy way of eliminating a hazard or reducing risk.

Work Permits: Authorizes persons to undertake specific work in a designated area. The permits are designed to define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. Methods to be used and precautions to be taken shall be agreed to, by parties beforehand and clearly stated on the work permit. All parties must sign off before any work commences. Work permits shall be valid until the specified date on the work permit. A contractor is required to have a work permit to undertake work on site.

Clearance Certificate: A permit for entry for maintenance staff and others, required to undertake maintenance work in sensitive/hazardous locations such as Radio Centers, Power Systems, NOC Center. This is to ensure that a defined area is safe prior to work being undertaken.

Confined Space: A confined space is any vat, pit, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well trench, tunnel, or other similar enclosed or partially enclosed structure, if the space:

(a) is, or is intended to be, or is likely to be entered by any person and
(b) has a limited restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space, and
(c) is or is intended to be at normal atmospheric pressure while any person is in the space and
(d) contains, or is intended to contain, or is likely to contain
i)   an atmosphere that has a harmful level of any contaminant, or
ii)   an atmosphere that does not have a safe oxygen level,
iii) any stored substance, except liquids that could cause
engulfment.