

FAS: Access Card Control

Introduction

The control of laboratory access cards is maintained through the use of separate logs for the following card groups:

5.3.4.1.d

- employee cards
- temporary cards
- maintenance cards
- miscellaneous cards
- disabled/destroyed cards.

Reports contain listings of all active and disabled cards.

Card group log book

Logs for each access card group contain the following information:

- card number
 - card name or designation as it appears in the security system computer
 - appropriate distribution log containing the name of the recipient, and the dates received and returned with initials.
-

Responsibility

The responsibility for the assignment and distribution of access cards, the maintenance of the card logs, and the storage of the cards is as follows:

- a designated employee is responsible for employee cards, temporary cards, miscellaneous cards, and disabled/destroyed cards
 - the laboratory administrative staff is responsible for maintenance cards.
-

Card storage and security

Unassigned and temporary access cards are stored in a locked cabinet or office.

Maintenance cards are stored in the receptionist area.
