FAS: Access Card Control

Introduction

5.3.4.1.d

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

- 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.