

Access Card and Key Control Procedures

Purpose and Scope

This document will provide guidance to administration of the key control and authorization system, including the access card system and identifying sensitive areas.

Access Control Cards

1. All employees shall receive an access control card that will permit access only to those locations where the employee works or has business on a continual basis.
2. Contractors on company property on a regular basis will be issued an access control card that will provide access for a maximum length of time as designated by the Shift Supervisor.
3. All retirees are entitled to an access control card that will provide access to the facility from which the employee retired.
4. Temporary cards will be issued only if the employee has lost his/her card or if the card no longer functions. These cards will function only for a designated length of time until a new card is received.
5. All lost access cards will be immediately deleted from the system.
6. Temporary cards may be issued to contractors or vendors who have lost or damaged their card. Temporary cards will be issued at the discretion of Plant Security.

Keys

1. Identified sensitive areas will be marked for key control, which shall be re-keyed on a periodic basis.

2. There shall be an approved procedure for the issuance of Grand Master Keys. Grand Master Keys will have no markings identifying them as such.
3. The Grand Master Key issued will be restricted to the fewest number of personnel. The list of holders of these keys will be reviewed twice a year to determine the continuing need for use of the Grand Master Key.
4. Grand Master Keys may be provided for the use of Security Officers on patrols. A procedure shall be established for recording the issuance and transfer of keys in order to determine the responsibility for loss or misuse.
5. Keys for active locks shall be stored in a suitable, locked cabinet that is located in a central and available point. Inactive locks, keys and blanks will be locked up and be under the control of the person charged with lock and key responsibility.
6. Under some circumstances, it may be desirable to use locks that are not included in the Grand Master Key system. These special locks may be used for plant cafeteria storage rooms, vaults, or rooms containing secret information or products.
7. Special combination locks are required in connection with the storage of governmental classified information.
8. Distribution of fire protection keys should be kept to an absolute minimum and should be restricted to only those personnel directly responsible for fire protection systems.
9. The Plant Security Department will have custody and control of all locks and keys for the protection of company property, including outside side doors and gates, all inside doors, cabinets, and any area where the company's property or control interests are concerned.
10. Plant Security will control company locks for employee lockers, safety locks, and other uses, but these may also be under the jurisdiction of other suitable plant departments.

Responsibilities

The Plant Security Department has the responsibility of maintaining the lock and key system, keeping records, having keys made, and other duties as required.