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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.				

Responsibilities of Key Holders, PIN Holders and Card Holders Procedure

Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean of the Faculty of Medicine & Dentistry (or designate)
Scope:	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

Purpose

This procedure describes the responsibilities of key holders, PIN holders and card holders.

PROCEDURE

1. RESPONSIBILITIES OF KEY HOLDERS, PIN HOLDERS AND CARD HOLDERS

- a. Key holders, PIN holders and card holders are responsible for the following:
 - i. properly completing and signing applications for keys, PIN numbers and access cards issued.
 - ii. maintaining personal possession of keys, PIN numbers and access card(s).
 - iii. not loaning, sharing, distributing or duplicating or using the keys, PIN numbers and access card(s) in an unauthorized manner.
 - iv. reporting the loss or theft of an access card immediately to the ONEcard Office, Protective Services, the Unit Administrator and/or the Security, Health & Safety Advisor. Replacement cards will be treated as additional cards, with a fee being assessed for the replacement.
 - v. Key, PIN and access card holders are responsible for their own keys, PIN numbers and cards in order to unlock doors or operate intrusion alarm and access control systems. Maintenance or custodial personnel are not authorized to unlock doors or operate intrusion alarm or access control systems for others at any time.
 - vi. ensuring that doors that are unlocked and opened using an access card are closed and locked after moving through the door.
 - vii. do not allow tailgating ie. access is granted to a single person but more than one person enters the secured area.
 - viii. do not provide access to unauthorized persons.
 - ix. arrange for their keys to be returned, their PIN numbers to be changed, their access privileges to be revised and/or their access card to returned:
 1. if their function changes within the Faculty where they no longer require some or all of these items.
 2. prior to moving to another University department.
 3. prior to termination of their employment.

- b. Access/identification cards shall be carried and be readily accessible to present to Protective Services and/or another staff member when entering a work area restricted to authorized personnel only.
- c. Secured areas are restricted to authorized personnel unless unauthorized personnel are escorted along with authorized personnel in that area.
- d. Identification cards are to be carried at all times. At an individual unit's discretion the unit may require all people within the unit to visibly display their identification cards.
- e. Access cards, keys, identification cards that are no longer required due to a position change shall be returned immediately to the Unit Administrator and/or the Security, Health & Safety Advisor.
- f. Report unusual behavior immediately to Protective Services at 780-492-5050.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-wide or institution-wide use. [[▲ Top](#)]

	There are no definitions for this procedure.
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OTHER DOCUMENTS

University of Alberta

- Lands and Buildings Security Policy
- Access Control/Security Systems on Urban Campus Areas Procedure
- Building Hours of Operation Procedure
- Control Centre Alarm Monitoring and Response Procedure
- Lock Changes, Key Request and Key Control Procedure

FoMD

- FoMD Physical Security Policy
- FoMD After Hours Access Procedure
- FoMD Designated Security Authority Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment Procedure
- FoMD Requesting a Security System Procedure
- FoMD Funding for Security Systems Procedure
- FoMD Operation and Maintenance of Security Systems Procedure
- FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Unit Administrator Procedure

FoMD After Hours Access Procedure

FoMD Responsibilities of the Unit Administrator Procedure

FoMD After Hours Access Procedure