21. SECURITY CARDS & KEYS
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21.2.1 Aim: To describe arrangements for issuing security cards and keys.

21.3.1 Introduction: A strict procedure will be followed in the management of all security cards and keys.

21.4.1 Procedures: The issuing of security cards and keys will be the responsibility of the Buildings Managers for each University building on the Edinburgh bioQuarter campus.

21.4.2 Access to Bioresearch & Veterinary Services (B&VS) facilities will be restricted to those staff authorised by the Head of B&VS.

21.4.3 Completed access card request forms are retained by EQUANS Security Staff for Chancellor's Building and by the relevant UoE Building Manager/Secretary for QMRI, CRM, and ACRC. Detailed records will be kept by UofE Receptions of all keys issued on a permanent basis to departments/individuals. Arrangements for UofE-occupied areas within the Royal Infirmary of Edinburgh and Building NINE will be managed by administrators for these buildings.

21.4.4 All cards and keys must be kept safe and secure by staff, and keys issued to departments must be kept in a secure cabinet within the area.

21.4.5 The issue of sub-master keys will be restricted to authorised users only.

21.4.6 Card-holders must report loss of access control cards, as soon as possible after discovering their loss, by telephoning the QMRI Security office on (0131) 242 9289 (internal extension 29289) or (0131) 242 9290 (internal extension 29290), or the University's main Security office on (0131) 650 2257; this is to help prevent unauthorised persons gaining access to the buildings.

21.4.7 Security staff will immediately suspend access entitlement for the missing card(s) for QMRI, but can re-enable the cards if they are later discovered by the authorised card-holder (otherwise there may be a charge for issue of replacement cards). UofE Security cannot issue the UofE blue cards used for access to CRM; this must be done through UofE Card services.

21,4,8 In addition to 21.4.6, Chancellor's Building Card-holders must report loss of access control cards, as soon as possible after discovering their loss, to Chancellor's

Building Reception Staff and the Buildings Administrator to suspend access and consider relevant replacements for which there will be a charge. University Blue Staff and Student Card loss should be reported to IS Services by email on www.ed.ac.uk/is/card

21.4.9 Keys booked out must remain with the original receiver.

21.4.10 Any requests for additional keys must be submitted in writing, using the correct form, and be authorised by the Buildings Administrator.

21.4.11 No key may be cut *via* a local supplier. All additional required keys will be supplied through Buildings Administrators using the appropriate form.

21.4.12 The EQUANS Security Office has a set of Sub-Master keys available for use in major incidents; this applies only to the Chancellor's Building.

NB: For the Chancellor's Building, please note that the key suite system does not have a single Master Key. The system is divided into nine sub-master keys applied to the five sectors within the building.

21.5.1 Further Information: Further information on security cards and keys policies and procedures may be obtained from Buildings Managers.

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