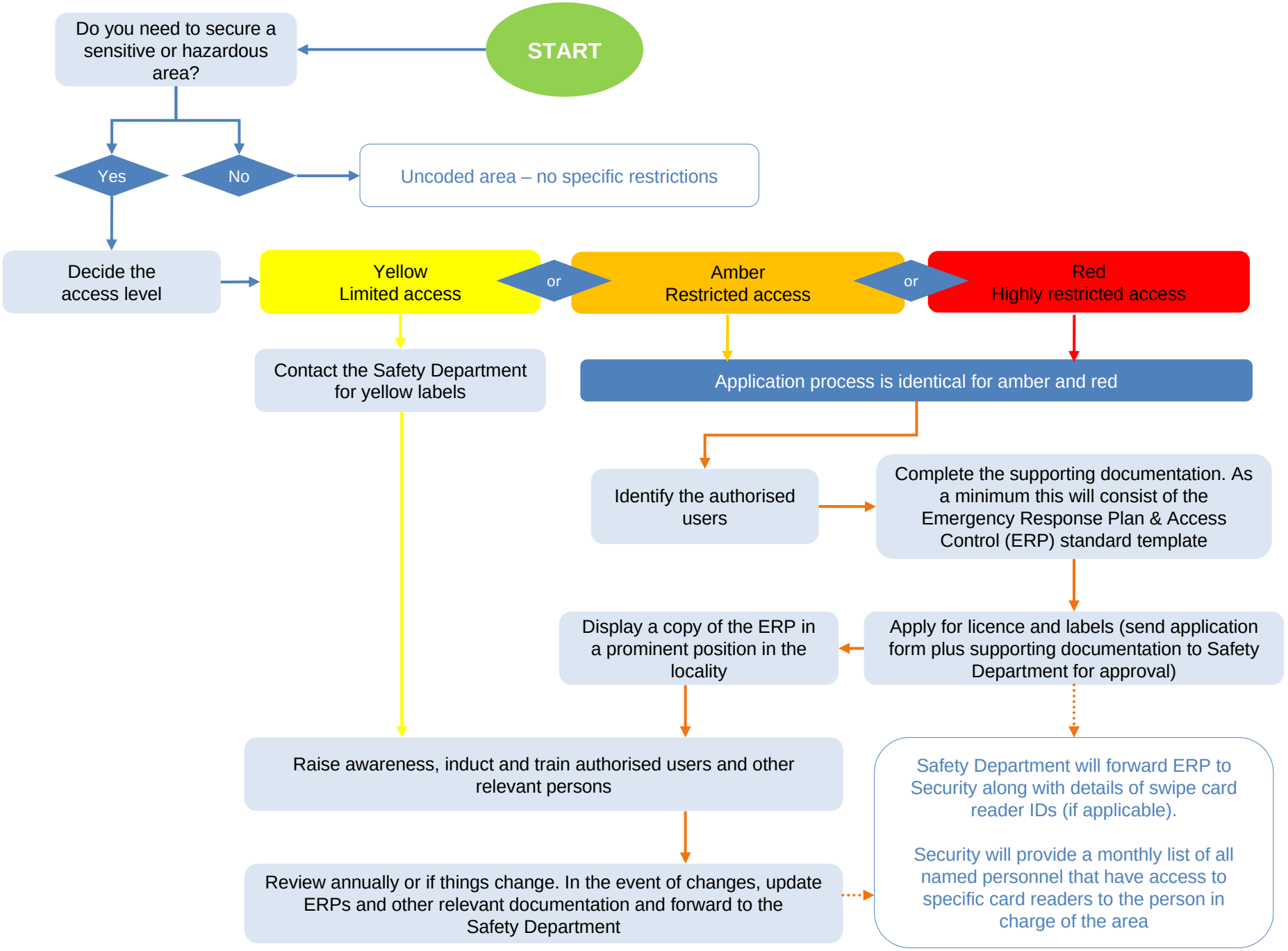
START
Do you need to secure a sensitive or hazardous area?
Yes
No
Uncoded area – no specific restrictions
Decide the access level
Yellow
Limited access
or
Amber
Restricted access
or
Red
Highly restricted access
Contact the Safety Department for yellow labels
Application process is identical for amber and red
Identify the authorised users
Complete the supporting documentation. As a minimum this will consist of the Emergency Response Plan & Access Control (ERP) standard template
Display a copy of the ERP in a prominent position in the locality
Apply for licence and labels (send application form plus supporting documentation to Safety Department for approval)
Raise awareness, induct and train authorised users and other relevant persons
Safety Department will forward ERP to Security along with details of swipe card reader IDs (if applicable).
Security will provide a monthly list of all named personnel that have access to specific card readers to the person in charge of the area
Review annually or if things change. In the event of changes, update ERPs and other relevant documentation and forward to the Safety Department