

## **Access Control Measures and Key Management Policies**

### **Introduction**

Pioneer College employs a variety of access control measures and key management policies that are designed to limit access to certain areas of the campus to authorized personnel only. This policy outlines the various measures that have been implemented to ensure the safety and security of the college community.

### **Access Control Measures**

- **Access Control Cards:** All students, staff, and faculty members are required to have an access control card to enter any restricted areas of the campus, such as Examination Room, labs, and administrative buildings. Access control cards are programmed to allow entry into specific areas based on individual roles and permissions.

- **Visitor Access Procedures:** Visitors are required to check in at designated locations and provide identification before being granted access to the campus or restricted areas. Visitors may be issued a temporary access control card that is programmed to allow entry only to specific areas and for a limited period.

### **Key Management Policies**

- **Key Issuance:** Keys are issued only to authorized personnel who have a legitimate need for access to restricted areas. Keys are issued based on specific roles and job duties, and individuals are required to sign a key issuance form acknowledging their responsibility for the keys.

- **Key Tracking: Pioneer College** uses a key tracking system to keep track of all keys that have been issued. The key tracking system records information such as the key issue date, the name of the person who was issued the key, and the date and time the key was returned.

- **Key Replacement:** Lost or stolen keys are required to be reported immediately to campus security officers. The college reserves the right to charge individuals for the replacement of lost or stolen keys.

### **Policy Review and Communication**

The access control measures, and key management policies will undergo periodic review and evaluation to ensure their effectiveness in maintaining campus safety and security. All students, staff, and faculty members will be notified about the access control measures and key management policies through regular communication channels.