

# Security Policy

Effective Date: 15 June 2011

This policy defines the security procedures used to ensure safety and monitor access to the office, laboratory, cleanroom and supporting spaces at the Melbourne Centre for Nanofabrication (MCN).

## Security

1. All visitors to MCN must sign-in using the Visitors Log held at reception. An exception can be made if the visitor is escorted by an MCN staff member at all times and is only visiting the office/administration areas. In case of emergency, the staff member has full responsibility for the safety and evacuation (if needed) of the visitor.
2. Staff and other semi-permanent users of MCN will be listed on a magnetic board at reception and must indicate their presence on-site by using the in/out columns.
3. Access to all MCN laboratories and cleanrooms is restricted by an internal physical security system. No visitor to MCN will be allowed to enter the MCN laboratory or cleanroom areas unless:
  - a. They have been personally issued with a fob for security access; or
  - b. They have made an online booking for access to the facilities, and have received a fob for security access at the time of signing in at reception; or
  - c. They have signed-in at reception and are being escorted at all times by an MCN staff member.
4. The use of a security fob is permitted for the person it is issued to only. The holder of a security fob shall not:
  - a. Provide the fob to anyone else for their use; or
  - b. Allow other persons to "tail-gate" them into the cleanroom or laboratories.
5. The loss of a security fob must be reported immediately to an MCN Staff Member so that it may be promptly cancelled. An administration fee of \$50 may apply for the purchase and programming of a replacement fob.
6. Any breach of this policy will be grounds for possible suspension or removal of all access privileges at MCN.

## Monitoring of Access (Implementation Date To Be Confirmed)

7. The security fob is used to record entry and exit of all users from the cleanroom and laboratory areas for tracking and billing purposes.
8. All users must register the fob at the appropriate ENTRY door reader when entering a cleanroom or laboratory. "Tail-gating" another user is not permitted.
9. All users must register the fob at the appropriate EXIT door reader when leaving a cleanroom or laboratory. Failure to register the exit from a room may result in a minimum 8-hour charge for use of the facilities.
10. Special arrangements will be made for group activities conducted within the laboratories or cleanroom facilities at MCN.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Security Fob Number: \_\_\_\_\_