**MCN SECURITY POLICY**

PQMS1-MCN-POL-0028-V5

## 1.   MCN SECURITY POLICY

Initial effective date: 15 June 2011

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

**Security**

1. All staff, residents, users, contractors and visitors to MCN must sign in using the Sine visitor management system each time they enter the facility, and sign out each time the leave.

2. Upon signing in via the Sine Kiosk, all users, contractors, and visitors are required to wear the issued badge at all times while on site.

3. Access to MCN cleanrooms, laboratories and offices is restricted by an internal physical security system. No persons will be allowed to enter unless:

    a. They have been personally issued with a fob for security access; or

    b. They have a 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. Provide access to other persons; or

    c. Allow other persons to "tailgate".

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 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**

7. In the event of an evacuation, the Sine visitor management system will serve as the official register to account for everyone on the premises.

8. Data collected through Sine is used to monitor and manage access to the facility, ensuring only authorized individuals are present.

9. The security fob is used to record entry and exit of all users from the cleanroom, laboratory and office areas for tracking and billing purposes.

10. All users must register the fob at the appropriate ENTRY door reader when entering a cleanroom,laboratory or office area. "Tail-gating" another user is not permitted.

11. All users must register the fob at the appropriate EXIT door reader when leaving a cleanroom, laboratory or office area. Failure to register the exit from a room may result in a minimum 8-hour charge for use of the facilities.

12. Special arrangements will be made for group activities conducted within the laboratories or cleanroom facilities at MCN.

## 2. APPENDICES

N/A

## 3. REFERENCES

N/A

## 4. DOCUMENT HISTORY AND CONTROL INFORMATION

| DOCUMENT HISTORY | | | PQMS1-MCN-POL-0028-V1 |
|---|---|---|---|
| **Version no.** | **Date of Issue** | **Reviewed by: name** | **Amendments** |
| 1 | 05/08/2015 | Bernie Orelup | Created to PQMS format |
| 2 | 09/05/2019 | Bernie Orelup | Created for GRC |
| 3 | 05/08/2022 | Bernie Orelup | Date of issue updated |
| 4 | 28/08/2023 | Michael Imsic | Policy now includes office areas and users prohibited from providing access to other persons |
| 5 | 25/07/2025 | Michael Imsic | Policy updated to include the use of Sine visitor management system. |
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