

MCN SECURITY POLICY

PQMS1-MCN-POL-0028-V4

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 visitors to MCN must sign-in.
2. Staff and resident 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 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 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 "tail-gate"..
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. 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.
8. 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.
9. 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.
10. 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