Prepared by:	Approved by:
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Position : Technician, Maintenance Facilities & Security	Position : Manager, Maintenance Facilities & Security

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	26/07/18	Establishment	00	Manager, MFS
2	08/08/22	Review the whole contents	01	Manager, MFS
3	01/06/24	Review the whole contents -change abbreviations "HCAD" -change process flow chart & descriptions table	02	Manager, MFS
4	01/10/24	-Revise the flow chart & 7.0 description	03	Manager, MFS

1.0 OBJECTIVE

To ensure the card access system running in an effective manner.

2.0 SCOPE

The scope of this SOP applies for the new card access system in UTS.

3.0 REFERENCES

Hands-On-Manual Card Access System

4.0 DEFINITIONS / ABBREVIATIONS

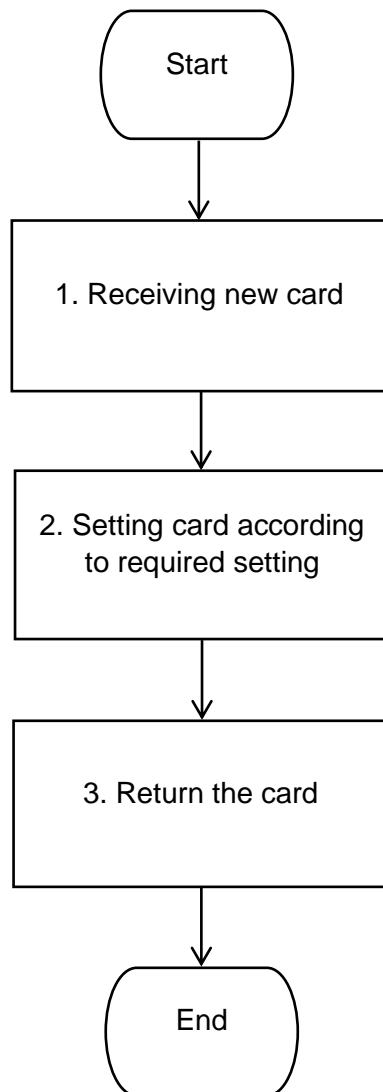|		
UTS	:	University of Technology Sarawak
HCAD	:	Human Capital & Administrative Department
AARD	:	Academic Affairs & Registry Department

5.0 RESPONSIBILITY

5.1   The Head of Department is responsible to follow and adhere to this SOP.

5.2   The technician is responsible for ensuring all cards are in the system and updated regularly.

6.0 PROCEDURE

6.1   Refer to the process flow chart.

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                    ┌──────────┐
                    │  Start   │
                    └────┬─────┘
                         │
                         ▼
          ┌──────────────────────────┐
          │   1. Receiving new card  │
          └─────────────┬────────────┘
                         │
                         ▼
          ┌──────────────────────────┐
          │  2. Setting card according│
          │     to required setting   │
          └─────────────┬────────────┘
                         │
                         ▼
          ┌──────────────────────────┐
          │    3. Return the card    │
          └─────────────┬────────────┘
                         │
                         ▼
                    ┌──────────┐
                    │   End    │
                    └──────────┘
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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	i. For staff, receive new card from HCAD. ii. For student, receive new card from AARD.	Technician	Staff and student's name list
2	Set the new card access to the system according to required setting.	Technician	Nil
3	Return the processed card. • New cards for staff will be returned to HCAD • New student cards will be returned to each school admin.	Technician	Nil

8.0 RECORDS

No	Title / Records	Location/Responsibility	Retention Period
1	Card access group	EntryPass P1 Server/Technician	Permanent
2	Student checklist name	Maintenance Office/Technician	6 years (Undergraduate) 2 years (Foundation)
3	Staff checklist name	Maintenance Office/Technician	5 years