

Elements of an Access Device Control Policy

List all items that could be considered access devices that might be issued to employees:

(this includes metal keys, ID cards, separate proximity cards, combinations to locks, alarm codes, parking passes, uniforms, etc.)

What department and person (by title, not name) is responsible for authorizing the issuance of each type of access device

What department and person (by title, not name) actually issues each type of access device

Procedures for employees to report lost or stolen access devices. This must include:

Which manager employee reports lost/theft to

Action manager takes

If locks will be replaced, alarm codes deactivated, etc.

If security/reception is notified of loss/theft of ID card

What manager (by title, not name) ensures departing employee turns in access device items (checklist, electronic records, etc.)

Written process of how manager ensures electronic accesses are terminated by other departments

(includes electronic ID cards, computer sign in access, email, handheld PDA accounts, voicemail, etc.)

How these other departments confirm back to notifying manager these actions have been completed

How manager records all actions have been completed