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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure

Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean of the Faculty of Medicine & Dentistry (or designate)
Scope:	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

Purpose

This procedure describes the responsibilities of the supervisors of key holders, PIN holders and card holders.

PROCEDURE

1. RESPONSIBILITIES OF THE SUPERVISORS OF KEY HOLDERS, PIN HOLDERS AND CARD HOLDERS
 - a. Direct supervisors of key holders, PIN holders and card holders review and approve the application forms and forward them to the Unit Administrator.
 - b. Upon position change, the direct supervisor shall ensure that the keys, PIN numbers and access privileges are adjusted appropriately to reflect the person's new job responsibilities and duties.
 - c. Supervisors are to inform the Unit Administrator and/or the Security, Health & Safety Advisor of all termination of employment/agreement/contract/appointment of any user with access privileges upon which the access shall immediately be terminated.
 - d. Access cards, keys, identification cards that are no longer required due to a position change shall be returned immediately to the Unit Administrator and/or the Security, Health & Safety Advisor.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-wide or institution-wide use. [\[▲Top\]](#)

	There are no definitions for this procedure.
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OTHER DOCUMENTS

University of Alberta

- Lands and Buildings Security Policy
- Access Control/Security Systems on Urban Campus Areas Procedure
- Building Hours of Operation Procedure
- Control Centre Alarm Monitoring and Response Procedure
- Lock Changes, Key Request and Key Control Procedure

FoMD

- FoMD Physical Security Policy
- FoMD After Hours Access Procedure
- FoMD Designated Security Authority Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment Procedure
- FoMD Requesting a Security System Procedure
- FoMD Funding for Security Systems Procedure
- FoMD Operation and Maintenance of Security Systems Procedure
- FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Unit Administrator Procedure