Keys and access cards policy	
Responsible AIU Office **(Higher Management/Directorate)**	Top management
Policy Owner **(Executive Department/Office)**	Integrated Facilities management department
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I.   SCOPE OF POLICY

The objective of this Keys and access cards Policy is to act as a framework and point of reference in which the university will manage and control accessibility within the university spaces in order to ensure authorized access and security of all University facilities and to maintain the integrity of the key, access card distribution and collection, and door access privileges while effectively addressing the needs of the community users for appropriate access to university space

II.   DEFINITIONS

 1. Card/Door Access System is an electronic locking system that provides building and door access control.
2. Master Key is a unique key or access card that operates one group of locks or locking devices within a building.
3. Grand Master Key (Building Master) is a key or access card that will open all doors within a designated space, such as a building.
4. Great Grand Master Key is a key or access card that operates multiple locks or locking devices for multiple buildings.

III.   POLICY STATEMENT

1. The use of unauthorized locks or Card/Door Access Systems on university owned property or buildings is strictly prohibited.

2.   Individuals are prohibited from unauthorized possession, duplication, disabling, programming or circumventing of locks and/or card access systems to university facilities. This includes, but is not limited to filing keys, or modifying cylinders or locks. The propping of doors to bypass security and taping latches is also prohibited.

3. All keys and access cards, for the use and access to University Buildings and property remain the property of the university and shall not be duplicated or shared.

4. Assigned key(s) must be returned to the university upon termination of employment or when the need for access is no longer required.

5. Door access privileges will be revoked by the university upon termination of employment or when the need for such access is no longer required.

IV.   **RESPONSIBILITIES**

ROLES	RESPONSIBILITIES
Heads of organizational units	Submit the access request form to Integrated facilities department identifying level of accessibility required for individuals.
Director of integrated facilities department	1- managing the access control process. 2 – approval ok keys and access control cards. 3- Approval of master keys and master access cards.
Vice president of university	Approval of grand master key and access cards
President of the university	Approval of great grand master keys and access cards

V.   **POLICY STANDARDS AND PROCEDURES**

1. The custody and control of keys and access cards to doors of all buildings on Campus is administered by the appropriate Responsible Officer as identified above.

2. All keys and access cards remain the property of AIU University.

3. Keys/access cards will be issued only with appropriate authorization in writing from the relevant department.

4. Authorized key/card requests must:

a. Identify the individual for whom the key/card is requested;

b. Provide the key number, if known, or doors requiring access;

c. Identify a date by which the key/card will no longer be required (end date), if known;

5. Once issued to an individual, the custody and control of a university key and/or access card is the sole responsibility of the individual. The person to whom a key and/or access card is issued must sign for it in person at the Security office or the Facilities Office. Signing acknowledges that the user understands that the key or access card:

a. is issued solely for their specific use;

b. cannot be transferred to another person;

c. remains the property of the University; and

d. when no longer required, must be returned to the issuing office in person by the individual to whom it was issued.

6. No persons shall be issued more than one restricted key/access card per door.

7. The unauthorized transfer or duplication of keys/access cards is considered a serious breach of security and may be subject to disciplinary action by the University.

8. Departments responsible for authorizing the release of keys and/or access cards to an individual must inform the issuing office when the department is aware that the individual is leaving the University or is no longer permitted use of the keys/cards. Departmental signing authorities are responsible to endeavor to ensure that all keys are returned to security by staff whose employment has concluded or whose access permissions no longer allow use of issued keys/cards.

9. Where the receipt of a key/card request raises a concern, the request may be refused/suspended until the concern has been reviewed with the applicable Departmental the Department head will advise in writing whether the requisition is justified and should be filled.

VI.   **FORMS/INSTRUCTIONS (if applicable)**

Keys/cards request form

VII.   **APPENDICES (if applicable)**

[This section includes any additional relevant information or documents in attached appendices.]

VIII.   **RELATED POLICIES**

Space allocation policy

VIV**.   CONTACT INFORMATION**

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

Triggered by:	Mousa Soliman	27-04-2022	Sig.
Created by:	Mousa Soliman	27-04-2022	Sig.

Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.