

USERS' BASIC GUIDE TO ACCESS CONTROL

THE OUTCOME OF THE RISK ASSESSMENT OF YOUR PREMISES WILL DETERMINE THE LEVEL OF SECURITY YOU REQUIRE AND IN TURN INFLUENCE YOUR CHOICE OF ACCESS CONTROL SYSTEM TO BE USED

1	RISK ASSESSMENT	Carry out a comprehensive risk assessment of your premises and decide the level of security you require before planning your Access Control system. Take into account any special features you may require.
2	APPEARANCE	Your Access Control system is often the first impression made on visitors to your premises. Consider environmental aspects and the aesthetics of your building.
3	EASE OF ACCESS	Examine the layout of your system. Do your entry and exit procedures allow legitimate users to pass without undue effort and delay?
4	ERGONOMICS	Consider the physical aspects. Can PIN pads, card and token readers be accessed without difficulty? Can displays be readily observed?
5	TRAINING	Are your staff fully aware of the role and operation of your Access Control system? Your Installer should provide adequate system training.
6	SYSTEM MANAGEMENT	The integrity of your Access Control system must be preserved. Are you fully conversant with correct system management and administration procedures? Request well defined written procedures from your installer.
7	DATABASE MANAGEMENT	Are you aware of the legal implications concerning personal data held on your database?
8	SYSTEM MAINTENANCE	Your installer should supply all relevant system documentation, e.g. log books and service schedules. Are you aware of the actions required on system breakdown? Do you have a satisfactory system maintenance agreement in place?
9	INTERACTION	Your Access Control system may supplement other security measures. Consider system compatibility.
10	COMPLIANCE	Are you and your company compliant with: The Disabilities Act (1996) The Data Protection Act (1998) The Human Rights Act (1998)
11	OBJECTIVES	Are your desired security objectives being satisfied? If necessary, carry out a further risk assessment and address any shortcomings accordingly

ACCESS CONTROL IS ONLY ONE IMPORTANT ELEMENT OF YOUR OVERALL SECURITY SYSTEM