

Background:

This document details the access group changes proposed as part of a 2022 project and change control to improve the security and ease of use of the site access control system (Sateon). These changes impact the doors accessible to each department. To ensure the changes are appropriate and do not adversely impact the operation of these departments, the relevant area owners were consulted and undertook a review of the changes – ensuring that each department has access to all doors they require and none they don't (to reduce security and quality risks).

Figure 1 – Access Group Changes (proposed by Security), as presented to area managers

Old Access Groups (from old SOP)	New Access Groups (from new SOP)	Doors added to new access group	Doors removed from new access group
ERT, SLT, Eng, Security	ERT	164	10, 11, 13 (P6 Data Ctrs) 14 (P7 server Rm) 66 (P6 MST Comms Rm In) 102, 103 (Fallow) 140 (HB WHS Comms Rm)
	Eng, Security	164	-
Office Staff	General Access	15, 16	-
IT and contractors	IT and contractors	14, 15, 16, 72	-
EM group	EM Group	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	112 (Door number not assigned)
IV-/+ & Crit. Reagents Labs	IV-/+ & Crit. Reagents Labs	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Lab Staff	Lab Staff	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Micro	Micro	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Manufacturing	Manufacturing	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Flu-BPD Cell Bank	Flu-BPD Cell Bank	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Flu-BPD Lab General Access	Flu-BPD Lab General Access	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Flu-BPD Restricted F6.2	Flu-BPD Restricted F6.2	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Flu-BPD Restricted WT	Flu-BPD Restricted WT	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Flu-BPD Supply Chain	Flu-BPD Supply Chain	1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
QA Operations	QA Operations	15, 16, 110, 111, 113, 114, 115, 116, 117, 118	-
Supply Chain	Supply Chain	15, 16, 110, 111, 113, 114, 115, 116, 117, 118, 157, 158, 159, 160, 161	-
Maintenance Contractor for labs	Maintenance Contractor for Labs	15, 16	-
Maintenance Contractors for Manufacturing	Maintenance Contractors for Manufacturing	15, 16	-
Maintenance Contractor for Plant Rooms	Maintenance Contractor for Plant Rooms	102, 103, 127, 15, 16	-
Outside Service Providers (Sodexo)	Outside Service Providers (Sodexo)	15, 16	-
Outside Service Providers (AVANTOR)	Outside Service Providers (AVANTOR)	15, 16	-
	Plot 7 Fallow Area		
	DDA Access		
No. access groups: 20	No. access groups: 23		

Figure 2 – Current/old access groups

Access Groups			
ERT, Eng. & Facilities, Security, SLT	Office Staff (General Access)	IT Employees/Contractors	EM Group
001-151, 153-163	001-009, 110-111, 113-118	001-011, 013-016, 060, 066, 110-118,136-141	019, 021-030, 035-041, 045, 084, 089-092, 131, 132, 158
In Vitro +/- (Postive/negative) and Critical Reagents Laboratory	Lab Staff	Micro	Manufacturing
020, 028, 087, 088, 119, 120	019, 021-027, 029, 030, 045, 091, 092, 131, 132 ,158	019, 021-030, 045, 087-092, 131, 132, 158	035-041
FLU-BPD Cell Bank	FLU-BPD Lab General Access	FLU-BPD Restricted F6.2	FLU-BPD Restricted WT
050, 052, 060	050, 060, 061	053, 055	053, 057, 062
FLU-BPD Supply Chain	QA Operations	Supply Chain	Maintenance Contractor for Labs
054, 058, 059, 063, 064, 065	001-009, 022-027, 029, 030, 037-041	001-009, 035, 036, 039, 042-045, 089, 090, 134-139, 141, 144-156, 162	001-009, 019, 021-027, 029, 030, 041, 089-092, 110-118, 131, 132, 158
Maintenance Contractor for Manufacturing	Maintenance Contractor for Plant Room	Outside Service Provider (SODEXO)	Outside Service Provider (AVANTOR)
001-009, 035-041, 110-118	001-009, 035, 036, 047, 048, 051, 056, 063, 072-080, 084-092, 100-103, 110-118, 122-127, 133, 138, 139, 142, 144, 145, 157, 158, 163	001-009, 012, 019, 020-036, 041, 045, 051, 054, 056, 058, 059, 063, 064, 065, 072-105, 110-118, 121-132, 134-139, 141-151, 153-158, 163	001-009, 019, 020-030, 035, 036, 050, 053-055, 057-064, 089, 090, 110-120, 131, 132, 158

Figure 3 – New proposed access groups

Access Groups			
ERT 001-009, 012, 015-065, 067-101, 104-139, 141-151, 153-164	Engineering & Facilities, Security 001-151,153-164	General Access 001-009, 015-016, 110-111, 113-118	IT Employees/Contractors 001-011, 013-016, 060, 066, 072,110-111, 113-118,136-141
EM Group 001-009, 015-016, 019, 021-030, 035-041, 045, 084, 089-092, 110-111, 113-118, 131, 132, 158	In Vitro +/- (Positive/negative) and Critical Reagents Laboratory 001-009, 015-016, 020, 028, 087, 088, 110-111, 113-118, 119, 120	Lab Staff 001-009, 015-016, 019, 021-027, 029, 030, 045, 091, 092, 110-111, 113-118, 131, 132 ,158	Micro 001-009, 015-016, 019, 021-030, 045, 087-092 110-111, 113-118, 131, 132, 158
Manufacturing 001-009, 015-016, 035-041, 110-111, 113-118	FLU-BPD Cell Bank 001-009, 015-016, 050, 052, 060, 110-111, 113-118	FLU-BPD Lab General Access 001-009, 015-016, 050, 060, 061, 110-111, 113-118	FLU-BPD Restricted F6.2 001-009, 015-016, 053, 055, 110-111, 113-118
FLU-BPD Restricted WT 001-009, 015-016, 053, 057, 062, 110-111, 113-118	FLU-BPD Supply Chain 001-009, 015-016, 054, 058, 059, 063, 064, 065, 110-111, 113-118	QA Operations 001-009, 015-016, 022-027, 029, 030, 037-041, 110-111, 113-118	Supply Chain 001-009, 015-016, 035, 036, 039, 042-045, 089, 090, 110-111, 113-118, 134-139, 141, 144-162
Maintenance Contractor for Labs 001-009, 015-016, 019, 021-027, 029, 030, 041, 089-092, 110-118, 131, 132, 158	Maintenance Contractor for Manufacturing 001-009, 015-016, 035-041, 110-118	Maintenance Contractor for Plant Room 001-009, 015-016, 035, 036, 047, 048, 051, 056, 063, 072-080, 084-092, 100, 101, 110-118, 122-127, 133, 138, 139, 142, 144, 145, 157, 158, 163	Outside Service Provider (SODEXO) 001-009, 012, 015-016, 019-036, 041, 045, 051, 054, 056, 058, 059, 063-065, 072-105, 110-118, 121-132, 134-139, 141-151, 153-158, 163
Outside Service Provider (AVANTOR) 001-009, 015-016, 019-030, 035, 036, 050, 053-055, 057-064, 089, 090, 110-120, 131, 132, 158	Plot 7 Fallow Area 102-103	DDA Access 15-18	

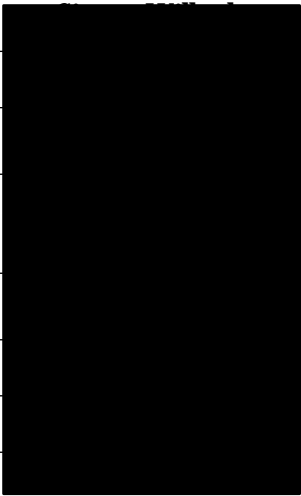
Figure 4 – Door Numbers (use to interpret figures 1, 2 & 3)

Door/Reader Access Numbers and Names							
Number	Reader Name	Number	Reader Name	Number	Reader Name	Number	Reader Name
001	P6 Barrier In (Gate 2)	042	P6 Goods Receipt In (GR-58)	083	AVAILABLE	124	P6 Solid Waste S/Well In (GR-157)
002	P6 Barrier Out (Gate 2)	043	P6 Drivers Lobby In (GR-131)	084	P6 Engineers Office In (1-76)	125	P6 Eng Locker/Workshop Out (1-103)
003	P6 Rear Turnstile In	044	P6 Drivers Lobby Out (GR-132)	085	P6 Process Waste Area In (GR-124)	126	P6 Solid Waste DR In (GR-156)
004	P6 Rear Turnstile Out	045	P6 Freezer Palace (GR-64)	086	P6 Process Waste Area Out (GR-124)	127	P6 Calibration Office (GR-28)
005	P6 Rear Ent In (GR-201)	046	AVAILABLE	087	P6 Mech Utilities Area In (GR-122)	128	P6 Consumable Store Cage (1-64)
006	P6 Main Ent In (GR-09)	047	P6 Roof Access Out (GR-21)	088	P6 Mech Utilities Area Out (GR-122)	129	P6 MSCA Store Cage (1-64)
007	P6 Main Ent Out (GR-09)	048	P6 Roof Access In (GR-21)	089	P6 Freezer Corridor Out (GR-78)	130	P6 Solid Waste S/Well Out (GR-157)
008	Gaskill Rd Turnstile In	049	AVAILABLE	090	P6 Freezer Corridor In (GR-78)	131	P6 QC MABS Lab (GR-400)
009	Gaskill Rd Turnstile Out	050	P6 UK1 Changing Area (GR-305)	091	P6 Mech Utilities Upper In (1-64)	132	P6 QC MABS MP Lab (GR-406)
010	P6 Data Centre 1 (GR-100)	051	P6 Cali Plant RM A/Lock In (GR-302)	092	P6 Mech Utilities Upper Out (1-64)	133	HB Sprinkler Valve Rm (GR-911)
011	P6 Data Centre 3 (1-79)	052	P6 UK1 Cell Bank Interlock (GR-311)	093	AVAILABLE	134	HB Stairwell In (GR-909)
012	P6 Kitchen Side DR (GR-200)	053	P6 Cali Cell Culture (GR-328)	094	AVAILABLE	135	HB Stairwell Out (GR-909)
013	P6 Data Centre 2 (1-07)	054	P6 UK1 Cell Bank C2 In (GR-310)	095	AVAILABLE	136	HB Ent In (GR-903)
014	P7 Server RM (GR-420)	055	P6 UK1 Molecular Bio (GR-307)	096	AVAILABLE	137	HB Ent Out (GR-903)
015	P6 Reception Side DR In (GR-09)	056	P6 Cali Plant RM S/well In (1-300)	097	AVAILABLE	138	HB Drivers Ent In (GR-901)
016	P6 Reception Side DR Out (GR-09)	057	P6 Cali Wildtype Upstream (GR-335)	098	AVAILABLE	139	HB Drivers Ent Out (GR-901)
017	P7 Reception Fire Exit In (GR-402)	058	P6 Cali Goods In (GR-339)	099	AVAILABLE	140	HB WHS Comms RM (GR-907)
018	P7 Reception Fire Exit Out (GR-402)	059	P6 UK1 Hatch (GR-305)	100	P7 Roof Access Out	141	HB Goods In (GR-905)
019	P6 QC Freezer Rm (1-79)	060	P6 UK1 Lab Ent (GR-303)	101	P7 Roof Access In	142	HB Upper Plant RM (1-902)
020	P6 QC Critical Reagent Lab (1-47)	061	P6 Cali Lab Ent (GR-320)	102	P7 Fallow Area In	143	AVAILABLE
021	P6 QC Wet Chem Lab (1-78)	062	P6 Cali Process Dev2 (GR-331)	103	P7 Fallow Area Out	144	HB Side Ent In (GR-909)
022	AVAILABLE	063	P6 Avantor Stores In (GR-314)	104	P7 Visitor GH Out (GR-400)	145	HB Side Ent Out (GR-909)
023	P6 QC Lab Ent (1-94)	064	P6 Cali Goods Out (GR-340)	105	P7 Visitor GH In (GR-400)	146	HB WHS In (GR-920)
024	P6 QC Freezer Holding Rm (1-24)	065	P6 Avantor Stores Out (GR-314)	106	P7 Interior GH In (GR-400)	147	HB WHS Out (GR-920)
025	P6 QC Material Transfer A/Lock	066	P6 MST Comms Rm In (GR-304)	107	P7 Interior GH Out (GR-400)	148	HB Inner Sliding DR In (GR-920)
026	P6 QC Material Transfer A/Lock	067	AVAILABLE	108	P7 Exterior GH In (GR-400)	149	HB Inner Sliding DR Out (GR-921)
027	P6 QC Virology Bio Lab (1-61)	068	AVAILABLE	109	P7 Exterior GH Out (GR-400)	150	HB Rear Shutter In (GR-920)
028	P6 QC Sterility Suite (1-28)	069	AVAILABLE	110	P7 Turnstile In (Gate 1)	151	HB Rear Shutter Out (GR-920)
029	P6 MANF Phase 2 A/Lock In (GR-39)	070	P6 Reception Side Exit (GR-139)	111	P7 Turnstile Out (Gate 1)	152	HB Reject Cage (GR-920)
030	P6 MANF Phase 2 A/Lock Out (GR-39)	071	AVAILABLE	112	AVAILABLE	153	HB Rear Loading Bay In (GR-923)
031	AVAILABLE	072	P6 AHU Mech Cage 1 (1-10)	113	P7 Ped Gate In (Gate 1)	154	HB Rear Loading Bay Out (GR-923)
032	AVAILABLE	073	P6 AHU Mech Cage 2 (1-10)	114	P7 Ped Gate Out (Gate 1)	155	HB Service Void In (GR-924)
033	AVAILABLE	074	P6 AHU Mech Cage 3 (1-10)	115	P7 Barrier In (Gate 1)	156	HB Service Void Out (GR-924)
034	AVAILABLE	075	P6 AHU Mech Cage 4 (1-10)	116	P7 Barrier Out (Gate 1)	157	P6 QC MABS 3 Lab Plant RM (GR-423)
036	P6 Egg Receipt Out (GR-20)	077	P6 AHU Mech Cage 5 (1-10)	118	P7 Reception T/S Out (GR-401)	159	HB GH (Gate 4)
037	P6 Female Changing RM (GR-103)	078	P6 AHU Cage 1 Side Dr (1-10)	119	P6 QC Negative Virus Lab (1-98)	160	HB Ped Gate In (Gate 4)
038	P6 Male Changing RM (GR-105)	079	P6 Service Void 1 (1-108)	120	P6 QC Positive Virus Lab (1-95)	161	HB Ped Gate Out (Gate 4)
039	P6 MANF Materials A/Lock (GR-38)	080	P6 Service Void 2 (1-108)	121	P6 Occ Health Rm (GR-146)	162	HB 2-8 Cold RM (GR-908)
040	P6 MANF Wash/Gown Area (GR-110)	081	P6 Clean Maint Office (GR-35)	122	P6 Solid Waste Shutter In (GR-158)	163	AVAILABLE
041	P6 MANF MVS Suite (1-80)	082	AVAILABLE	123	P6 Solid Waste Twin DR In (GR-156)	164	AVAILABLE

Summary of initial changes, as proposed by Security:

- EM group down to Supply Chain to gain general site/office access so this doesn't have to be added separately (Plot 6 and 7 receptions/offices, turnstiles, car park barriers and main site entrances).
- IT contractors to gain access to P7 server room and P6 AHU Mech Cage 1 (for access to server room).
- Supply Chain to gain access to MABS lab Plant RM (GR423) and additional High-Bay gates
- Manufacturing maintenance contractors to gain access to fallow area.
- SLT to have access reduced to own department, rather than having site wide access. -> Justification: Security & Quality risk to have SLT members able to access areas they are not trained to access.
- ERT to lose access to Fallow Area and Server/Comms rooms -> Justification: Server/Comms rooms are critical for operations and SHE response can be coordinated by Security instead. Fallow Area access considered to be "abused" by ERT members.

Further changes proposed by area managers (in addition to those above):

Access Group	Manager Consulted	Additional Change(s) proposed	Justification	Change to be implemented Y/N
Eng. & Security		None	N/A	N/A
Manufacturing		None	N/A	N/A
QA Ops		Add access to Wet Chemistry and MABS laboratories	Required as part of core roles	Y
BPD		1. Rename "BPD Supply Chain" to "BPD Stores". 2. Access to Dr 62 (GR331) to be added to "FluBPD General Access" and removed from "FLU-BPD Restricted WT".	Clarify naming of areas, Dr 62 not actually restricted	Y
Supply Chain		Create separate access group "Sample Management" with additional access "Lab Staff, BPD cell bank, BPD general access"		
SHE & ERT		Requested that Fallow Area access is maintained (Drs 102 & 103)	Health and Safety	Y
SLT		None	N/A	N/A
IT & Contractors		None	N/A	N/A