

Title	Data centre Access Card Request Form
Document Number	BSNL_NxtGen-QMS-FRM-1

BSNL IDC Data centre Access Card Request Form

Employee Name : Employee No :

Designation : Department :

Contact Number : Email :

Signature :

Data Centre Location :

Duration of Access : From date ----- To date -----

Brief on purpose of visit :

Access Area -

Server room <input type="checkbox"/>	Mux room <input type="checkbox"/>
Staging Area <input type="checkbox"/>	NOC room <input type="checkbox"/>
Store room <input type="checkbox"/>	BMS room <input type="checkbox"/>
Electrical Room <input type="checkbox"/>	Others (please specify) <input type="checkbox"/>

Rack Space Details: Rack No: ----- Location: -----

Server Details :

For recommendation by Departmental/Functional head

I recommend the access request initiated

Name: ----- Designation: -----

Signature: -----

Comments: -----

For use by IDC/Approving Authority

I have approved/deferred/rejected the request

Name: ----- Designation: -----

Signature: -----

Comments: -----

Access Revocation

Name: ----- Designation: -----

Revoked on:

Comments: -----

Classification: Internal	Version No:1	Date:02-08-2016
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