

Reference Number: FORM-005	Title: Request for Access to Vaughan House Secure Zones and Security Resources	Version: 2.6
Owner: Green, Ben	Effective Date: 26 Sep 2019	Review Date: 26 Sep 2021

Name of Requestor	Name of person who requires access and/or alarm code (if different to requestor)	Date of Request

Name of Secure Zone / Security mechanism	Further Information	Access required to this region (mark with an 'X')	Security Control used to protect this secure zone	Access Request completed By person: Access mechanism provided to applicant on date:	Justification
Main Entrance/Admin Hub Office/Congregation & Ground floor door – swipe-card door lock			UoM Swipe-card		
Alarm code for the Vaughan House building			Numerical key code		
4-Digit Lock Code for the gate at the entrance to Vaughan House			Numerical key code		
TRE Server Room / swipe-card and key door locks	A person with permission to enter this room must have both swipe-card access and be in possession of a door key		UoM Swipe-card & key		
Secure Data Access Room / Code for the key-safe containing the door key (and use of that key)	Access to the door key does not automatically grant a person access rights to this room*		Numerical key code / door key		

Secure Data Access Room / Swipe-card Access	An activated ID card does not automatically grant a person access rights to this room*		UoM ID Card activation		
Access to view Vaughan House CCTV Footage			Access to PC in room G.002 with CCTV viewing software		

* Both an activated ID card and access to the door key must only be granted to a person who has permission to enter and work within the Secure Data Access Room unattended, in accordance with document SOP-02-23, which they must also read.

All completed forms requesting general access to Vaughan House must be returned by email to: [REDACTED]

All completed forms only requesting access to the TRE Server Room and/or Secure Data Access Room must be returned by email to: tre-support@manchester.ac.uk

If this form is requesting access to the TRE Server Room or the Secure Data Access room, the Q-Pulse Administrator will attach the completed form to the Person record of the applicant.