Reference Number:	FORM-009	Title:	TRE Visitors Access Form	Version:	1.0
Owner:	Information Security Manager,	Effective Date:	18 Oct 2017	Review Date:	18 Oct 2019

In strict accordance with the TRE Supplier Relations Policy ISMS-03-06, only TRE Staff are permitted to be situated in the TRE Server Room unaccompanied.

All non-TRE Staff must have approval to enter the TRE Server Room, and must be escorted into the room, and remain accompanied by a member of TRE Staff at all times. Exceptions to this rule will be stated in document ISMS-03-06.

Non-TRE Staff who require access to the TRE Server Room are termed 'TRE Visitors' for the purpose of this document FORM-009. TRE Visitors mainly comprise contactors and other supplier personnel whose access to the TRE Server Room is pre-arranged and approved to be necessary for maintenance and repair purposes.

TRE Visitors must sign into Vaughan House and wear their name badge and lanyard in accordance with SOP-06-12 Managing Visitors at Vaughan House.

All TRE Visitors must complete the form below and sign the box underneath to provide declaration of compliance with the terms and conditions stated.

Full Name	
Company/Organisation	
Date of visit	
Time of entry into the TRE Server Room	
Time of exit from the TRE Server Room	
Purpose of visit e.g. equipment being serviced ?	
Name of the member of TRE Staff accompanying the TRE Visitor	
Signature of the member of TRE Staff accompanying the TRE Visitor	

Declaration:

I declare that I have accessed the TRE Server Room at the time and date and purpose specified on this form. By signing this form I agree to comply with the following mandatory requirements:

1. Physical contact must only the made with the equipment that requires servicing or maintenance and which approval for your visit was granted. It is permitted under supervision of a member of TRE Staff to operate any electrical power switches or to remove an electrical plug if it is necessary to obtain electrical isolation.
2. Every effort must be made to avoid any physical contact or damage to the IT infrastructure, in particular power and network cables at the rear of the server racks.

3. Any attempt to connect a computing device to a network point within the TRE Server Room will be considered a direct threat to the TRE service, resulting in immediate dismissal from the TRE Server Room and University Security will be asked to immediately intervene.
4. No photographs can be taken inside the TRE Server Room or within the Vaughan House building.
5. In the event of a building evacuation, immediately leave the TRE Server Room with the accompanying member of TRE Staff.
6. If the accompanying member of TRE Staff is unable to remain in the TRE Server Room, unless otherwise indicated by that member of staff, it will be necessary to also leave the server room immediately if it is safe to leave the equipment being worked on in its current state
7. If during the visit it is deemed necessary to power off any other devices that are not related to the work for which the approval of your visit was granted, TRE Staff are entitled to forbid this even if it results in the planned maintenance being aborted. It will be necessary to obtain approval from the Health Informatics Programme Manager and the TRE Operations Manager if it is necessary to change the state of any other equipment within the server room, and this will most likely require a re-visit at a later date depending on the availability of those authorised to provide such approval.

Signature of TRE Visitor   ………………………………………………………………………………………………..