

	Standard Operating Procedures GHCD	DOC NO: 3.2	ISSUE: 2
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1.0	Access Card & ID Card
1.1	All new staff based at the HQ shall be provided with an access card and an ID card. The staff must ensure the safe custody and usage of the cards.
1.2	These cards will be issued by Group Health, Safety, Security & Environment Department (GSD).
1.3	The access and ID cards must be retained by the individuals concerned and should not be in the possession of any other persons.
1.4	A staff who has forgotten to bring his/her access card to work MUST report it to the GSD for issuance of the temporary access card. Otherwise, their attendance will be marked as ABSENT on that particular date.
1.4.1	The temporary access card must be returned to the GSD on the next working day.
1.5	The lost or damage of any cards must be promptly reported to GSD.
1.5.1	Loss of Access Card/ID Card <ul style="list-style-type: none"> a) Five (5) days is given to the staff to search for the missing card. GSD will issue a temporary card during the search period. The staff must then inform and confirm to GSD on the outcome. b) If the card is deemed lost, GSD will process the issuance of a new replacement card. The respective staff will be informed by GSD for the collection of the card, once it is ready. c) The temporary card must be returned to GSD immediately upon issuance and receipt of the new permanent card.
1.5.2	Damaged Access Card/ID card <ul style="list-style-type: none"> a) The damaged card must be reported and handed over to GSD. b) GSD will issue a temporary card while processing for a permanent replacement card. The respective staff will be informed by GSD for the collection of the card, once it is ready. c) The temporary card must be returned to GSD immediately upon issuance and receipt of the permanent replacement card.