

# STATION CARDS AND KEY MANAGEMENT WORK INSTRUCTION

**Work description:** Protocols around issuing, security and managing Station Key and Cards

**Scope:** Keys and Cards at Stations

**References:** HNL-09721 O&M System Security Program, HNL-XXXX Station Logbook Entries, HNL-09727 OCC Book In & Briefing Form, HNL-XXXX Equipment Issue Form

**PPE and precautions**

Nil

**Competencies or qualifications**

Station Operator

**Licenses or permits required**

Work Block Permit, Work Order

**Tools and equipment required**

Station Logbook, Equipment Issue Form



**Warning**

Keys and Cards for the station protect the integrity of the security on and around the Station and Station Precinct. Do not leave keys and where they can be stolen and report any lost or stolen keys and cards immediately.

**Station Keys and Cards**

The following keys are used in the station environment  
**FIXME Example (Need real keys)**



**General Key management**

Keys/cards shall only be issued to persons who have a legitimate reason to use the key/card.

The following conditions apply on the issue of keys/cards:

- Under no circumstances shall keys/cards be issued to any person who is not a staff member of H RTP. Station Operators shall accompany the working party if access to the area is absolutely necessary.
- Where the keys/cards are for gaining access to equipment rooms or for operating a piece of equipment, the person must have the authority to work on the equipment concerned (e.g. Work Order, Permit to Work)
- The borrower must not keep the keys/cards when the work concerned has completed or when his work shift comes to an end, whichever is earlier
- Keys/cards must not be transferred to another person

All keys/cards are to be kept secure

**Before Issuing Keys**

*Station Operator*

Before issuing keys/cards to a staff member:

- Check the identity of the individual
- Check any associated document (e.g. Work Block Permit) that authorizes access to the specified room, or there is a valid and legitimate reason for access by the individual
- Ensure that the Equipment Issue Log is fully completed including the contact number of the borrower and his signature

Any damage to a door or a lock in a station must be reported by the Station Operator to the Engineering & Fault Controller immediately. The door will be temporarily secured or manned until a replacement lock can be fitted. In these circumstances, the Station Operator must make a clear record in Station Logbook and Book In & Briefing Form.

Approved By:

☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

Signature:

Date:

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<b>Returning Keys</b>	Any employee who has borrowed keys/cards from a station must return the keys/cards to the Station Operator in person after he has completed the work or at the end of his work shift, whichever is earlier.
Station Operator	Station Operator must check: <ul style="list-style-type: none"> <li>• The keys/cards are intact and correct against the Equipment Issue Log</li> <li>• Sign on the log to indicate that the keys/cards have been returned</li> </ul>

**Note**

*If any keys/cards are not returned after a reasonable period of time, the Station Operator shall locate the borrower. If the borrower cannot be located, the Station Operator shall inform the borrower's supervisor about the occurrence and record it in the Station Logbook*

<b>Lost or Misplaced Keys</b>	The borrower of keys/cards claims that he has lost the concerned keys/cards.
Station Operator	Station Operator shall: <ul style="list-style-type: none"> <li>• Instruct a member of station staff to accompany the borrower to thoroughly search the areas where the keys/cards might have been dropped</li> <li>• Ask the borrower to give a verbal account of the loss and submit a signed report to the Station Operator on the spot</li> <li>• Make an entry in the Equipment Issue Log to indicate the keys/cards are lost</li> <li>• Make an entry in the Station Logbook about the occurrence</li> <li>• Submit a report to the Customer Train &amp; Stations Manager and request for replenishment</li> </ul>

**Note**

*For loss of keys to a station room, the Train & Stations Manager will determine if security of the concerned rooms will be undermined and arrange for the door lock cylinder to be replaced as necessary*

**Additional controls**

*Staff must be vigilant with respect to trespass of persons in unauthorized areas throughout the station*