

Information Security Management System MS ISO/IEC 27001:2007

BIOMETRIC / CARD ACCESS PROCEDURE

PROSEDUR AKSES KAD / BIOMETRIK



UniMAP


UNIVERSITI MALAYSIA PERLIS

Written By: En. Mohd. Noorul Fakhri Yaacob IT Officer	Verified By: Pn. Rohazna Wahab Deputy Director ICT	Approved By: En. Nasrudin Abd. Shukor Director ICT Division ISMR
---	---	--

For Dept Use Only


Date: 22nd Jan 2013

Version 1.1

	CARD ACCESS / BIOMETRIK PROCEDURE PROSEDUR AKSES KAD / BIOMETRIK	Doc No: Version 1.1 Effective Date: 22nd Jan 2013 Index No: UniMAP/ISMS/SP-014
CARD ACCESS /BIOMETRIK PROCEDURE PROSEDUR AKSES KAD / BIOMETRIK		

Revision History

No	Date of Change	Description	Page	Version	Approved By
1.	22/1/2013	Addition of access level list in month	4	1.0	En. Nasrudin Abd. Shukor

	<p style="text-align: center;">CARD ACCESS / BIOMETRIK PROCEDURE</p> <p style="text-align: center;">PROSEDUR AKSES KAD / BIOMETRIK</p>	<p>Doc No: Version 1.1 Effective Date: 22nd Jan 2013 Index No: UniMAP/ISMS/SP-014</p>
<p>CARD ACCESS /BIOMETRIK PROCEDURE PROSEDUR AKSES KAD / BIOMETRIK</p>		

1.0 PURPOSE

1.0 TUJUAN

A procedure for all employees of UniMAP ICT Center to follow and usage of Access Cards and Biometric Systems issued by the Admin department. This is also to ensure that system is followed and adhered to according to procedure as stated to all employees, contractors and all others who have been issued access cards.

Satu prosedur untuk semua staf Pusat ICT UniMAP untuk diikuti dan penggunaan Kad-kad Akses dan Sistem Biometrik yang dikeluarkan oleh jabatan pentadbiran. Ini juga untuk memastikan bahawa sistem diikuti dan dipatuhi menurut prosedur seperti yang dinyatakan kepada semua staf, kontraktor dan semua yang terlibat yang telah diberikan kad akses.

2.0 SCOPE

2.0 SKOP

This procedure covers all the working areas at UniMAP ICT Center.

Prosedur ini merangkumi semua kawasan kerja di Pusat ICT UniMAP.

3.0 RESPONSIBILITY

3.0 TANGGUNGJAWAB


This procedure applies to all employees working on permanent or on temporary or contract basis. This applies to trainees and consultants as well.

Prosedur ini diguna pakai atas semua staf tetap atau sementara atau berdasarkan kontrak. Ini juga turut diguna pakai atas pelatih dan konsultan.


4.0 PROCEDURE

4.0 PROSEDUR

- a. All employees on being employed by UniMAP ICT Center will be issued with an Access Card and fingerprint for the employee to open the door on arrival in to the work area that control by Access Level.
- a. *Semua staf yang berkhidmat atau ditugaskan di Pusat ICT UniMAP akan diberikan Kad Akses dan direkodkan imej jari bagi membolehkan staf untuk membuka pintu apabila sampai ke dalam kawasan kerja yang memerlukan kawalan*

	<p style="text-align: center;">CARD ACCESS / BIOMETRIK PROCEDURE</p> <p style="text-align: center;">PROSEDUR AKSES KAD / BIOMETRIK</p>	<p>Doc No: Version 1.1 Effective Date: 22nd Jan 2013 Index No: UniMAP/ISMS/SP-014</p>
<p>CARD ACCESS /BIOMETRIK PROCEDURE PROSEDUR AKSES KAD / BIOMETRIK</p>		

- b. The new or existing employee will be required on a daily basis to log in to the card access in the beginning of the day by touching the reader which is situated at the entrance of the door to their respective work area.
- b. *Setiap hari staf baru atau sedia ada akan dikehendaki untuk log masuk menggunakan akses kad atau cap jari pada permulaan hari dengan menyentuh pembaca yang terletak di pintu bagi membolehkan seseorang itu masuk ke lokasi yang di kawal.*
- c. Once the employee touches the card access or fingerprint, the electro-magnetic (EM) Lock will be released and the door will be unlocked. The employee will have access to the entry of that room.
- c. *Sebaik sahaja pekerja menyentuh kad akses atau imbasan jari, Kunci elektromagnet (EM) akan dinyahaktifkan. Staf akan mempunyai akses bagi memasuki ke bilik berkenaan.*
- d. For the system to capture the presence of the employee, the employee must ensure that there is an entry and an exit working as a pair.
- d. *Untuk sistem merakam kehadiran staf, staf perlu memastikan bahawa terdapat rekod imbasan masuk dan keluar.*
- e. All employees will be responsibility for the excess card that has been allocated to them. As such once a card has been stolen or lost for what ever reason, It will be the responsibility for the employee to inform the Administration Department so that the administration division will block the card for entry into any of the areas.
- e. *Semua staf adalah bertanggungjawab untuk kad akses yang telah diperuntukkan kepada mereka. Oleh itu sebaik sahaja kad tersebut dicuri atau hilang atas apa-apa sebab sekalipun, ianya adalah tanggungjawab staf untuk memaklumkan Bahagian Pentadbiran supaya bahagian pentadbiran boleh menyekat kad bagi memasuki ke dalam mana-mana kawasan.*
- f. All card access records will be maintained and kept by administration division
- f. *Semua rekod-rekod akses kad akan diselenggara dan disimpan oleh bahagian pentadbiran*

	<p style="text-align: center;">CARD ACCESS / BIOMETRIK PROCEDURE</p> <p style="text-align: center;">PROSEDUR AKSES KAD / BIOMETRIK</p>	<p>Doc No: Version 1.1 Effective Date: 22nd Jan 2013 Index No: UniMAP/ISMS/SP-014</p>
<p>CARD ACCESS /BIOMETRIK PROCEDURE PROSEDUR AKSES KAD / BIOMETRIK</p>		

- g.** Data Center Officer will produce a list for surveillance every month. This list will be altered by Smartcard Management unit. This new altered list will be approved by officer from Data Center for implementation on that month.
- g.** *Pegawai Pusat Data akan mengeluarkan senarai kawal selia untuk bulan tersebut. Senarai ini akan diubahsuai dengan had capaian yang dibenarkan oleh Unit Pengurusan Kad Pintar. Senarai ini akan diluluskan oleh pegawai Pusat Data untuk digunakan bagi bulan tersebut.*