

1. Purpose

To detail the security protocol at the Automotive Centre of Excellence at UOIT.

2. Scope and Responsibility

- 2.1 This procedure is applicable for operations, customers and physical properties at the Automotive Centre of Excellence at the University of Ontario Institute of Technology
- 2.2 The Technical Contact for this procedure is the ACE Administrative Coordinator.

3. Definitions

ACE- Automotive Centre of Excellence

UOIT- University of Ontario Institute of Technology

Guests- Includes any non-ACE staff

4. Requirements

General Requirements

- 4.1 All guests will be required to sign in and out at the ACE security desk. These records will be retained for 5 years. Guests will be asked to provide picture ID for identification.
- 4.2 Everyone must wear ACE ID in a visible manner while in the facility.
- 4.3 Guests will be asked to surrender their cameras unless they are a designated photographer. Camera patches will be placed on the cellphones of all guests with camera phones. The patch number will be recorded on the visitor log.
- 4.4 Guests performing work will receive a formal safety and security orientation. They will then be issued an access card granting access to those areas in which they have arranged to work. All other guests who are visiting will be escorted while they are on the premises.

- 4.5 If a high-security client (such as controlled goods) are in the building, no guests will be allowed on the premises other than said client or those working with the controlled goods. Email communication to affected parties outlining the restricted dates will be sent approximately two weeks in advance and again two days prior to the date. ACE security will be advised the day before, as well as the morning of the visit. ACE staff will be advised at the weekly staff meeting of upcoming controlled goods testing.
- 4.6 Upon leaving the facility, guests must sign out and present their cell phone with camera patch to security. Any broken seals will result in forfeiture of their cell phone to security for sanitizing of any photos.

Physical Properties:

Materials and Equipment Control

- 4.7 An ACE Shipping Notice must be filled out by a client to notify ACE Operations of the date and specifics of an incoming shipment. For controlled goods shipments, the forwarder must call the ACE Administrative Coordinator to provide the estimated time of arrival.
- 4.8 When the notice is received a copy is given to ACE Security.
- 4.9 Shippers must announce their arrival to ACE Security using the intercom provided so that ACE security can admit them. ACE staff will receive the shipment and forward the manifest to the ACE Administrative Coordinator for filing.
- 4.10 Upon shipment from ACE, paperwork recording the shipment is retained by ACE and the date is recorded on the original shipping notice. Shipping notices are retained for 5 years.
- 4.11 When any material enters or leaves the premises, it will be done by an authorized individual and will be logged.

5. Records

- 5.1 Guest Log, Material log, Shipping Notice

6. References

6.1 None.

7. Approval

Please print then sign name next to appropriate title below.

Technical Approval: Mary Thompson, September 19, 2011

Management Approval: John Komar, September 19, 2011

8. Revision History

Below is a summary of revisions to the EMS Procedure.

Date	Revision Summary
19 Sept 2011	New Procedure