

SFO, Physical Security Access Procedure

Name:	Physical Security Access Request Procedure
Effective Date:	July 2021
Category:	Enterprise Security

1. Scope:

This procedure applies to all SFO employees and business partners (hereinafter referred to collectively as "SFO Users").

2. Procedure:

This procedure is implemented by SFO, Information Technology Security Department (ITSEC).

Step	Responsibility	Action
1	Requester	Applicant fills the Physical Security Access Request form from the SFO Intranet > IT Information/Services > Physical Security Access Request and completes all sections and submits. A request ID is generated and it is mandatory to enter the term and duration of access.
2	Department Manager	The Requester's Division Supervisor/Manager approves the Physical Security Access Request form and routes the workflow to the Division Head. Department Manager also ensures Customer approval is attached as relevant for the access.
3	Division Head	The Division Head provides the business approval and the work flow moves into the IT Queue for provisioning.
4	ITSEC	IT Engineer reviews and submits for IT Enterprise Security Managers approval.
5	ITSEC	ITSEC Manager authorizes the completed access request.
6	ITSEC	ITSEC Engineer completes the request and closes the workflow. An automated notification is sent to the Requester and Department Manager.
7	ITSEC	When the term/duration of access has expired , an automated notification alerts the ITSEC Engineer to revoke access.

3. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.0	25/2021	Base Document