



Standard Operating Procedure: Security & Access

Document History

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The
University
Of
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1. Background

This is an SOP for use in the University of Sheffield medical school bio repository for gaining access to the RHH site

The freezer store is alarmed back to the RHH control room which is monitored 24/7 and access is restricted to authorised personnel.

The locks are on a suited Multi lock key and the number of keys restricted.

2. Procedure

1. Authorised personnel signs out the keys from EU17, recording name, date, time and reason for access.
2. Upon arrival at the facility check that the O2 depletion alarm is not activated, if safe to do so proceed. If alarm is activated follow appropriate SOP.
3. To inactivate the alarm, unlock the main door lock using the 'Multi lock' key and then open the upper lock using the CHUBB key.

On exiting

4. lock the lower 'multi key' lock and then the upper CHUBB lock
5. Sign the key back in

Visitors

Persons wishing to visit the biorepository must be accompanied at all times by an authorised member of staff and signed in and out

3. Associated Documents

	Document	Document Reference
1	Freezer Store access record	BIO:FORM:01
2	SOP: In the event of O2 depletion alarm	BIO:SOP:08
3		
4		
5		
6		
7		