3.35 Service Tunnel Access – via C1A

**Purpose**

*The Control Centre Operator must maintain strict supervision over access to the Services Tunnel.*

**Guideline**

**Service Tunnel – Swipes and Tunnel Access Register**

Held in the Security Control Centre Key Watchers, are a number of swipe cards which give access to the service tunnels beneath the University.

There are very stringent rules and regulations concerning Service Tunnel Access.

See Also: [Key Cabinets & Key Issue Management](#)

Access Swipes to the Tunnel are issued on the condition that they are only held for the time it takes to complete an inspection of, or for the time that work is actually being performed in the tunnel.

*e.g. If an electrical contractor is working in the tunnel and takes several breaks during the day – smoko, lunch, leaves the site to get parts or equipment etc. – The contractor must return the swipe and then sign out the card again when he is ready to return to the tunnel.*

Authorised persons entering the tunnel must wear a hard hat and a HiVis top or vest. If the contractor does not have a hard hat or HIVis top or vest, they will be denied entry into the Tunnel.

**Service Tunnel Access Register**

All persons requesting access to the Tunnel must complete the Key Register as well as the Service Tunnel Register.

**The Service Tunnel Access Register** is a log containing the following details:

- Name of person entering the Tunnel
- Contact number
- Time in
- Estimated time out
- Swipe number, and
- The area for the Control Room Operator to verify exit from the tunnel.

**NOTE:** The Service Tunnel Register must be signed off at the change of each shift by the outgoing Control Centre Operator.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
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<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
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<td>Approval Authority</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
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