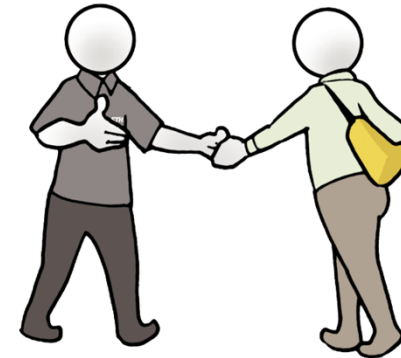# Information for key managers

Presentation and welcome from ISC

Content

- Motivation
- Organisation of key management
- Objective of key management
- Cooperation between ISC and key managers
- Further information

You are important!

- Regulated building/room access ensures security. The diligent handling of keys constitutes an important element of this.

- Improper handling endangers security.

- Unauthorised access to rooms can have serious consequences: theft, loss of research findings, personal injuries etc.

- Keys that are lost or have not been returned incur costs → in the worst case scenario locking cylinders must be replaced.

Organisation of key management
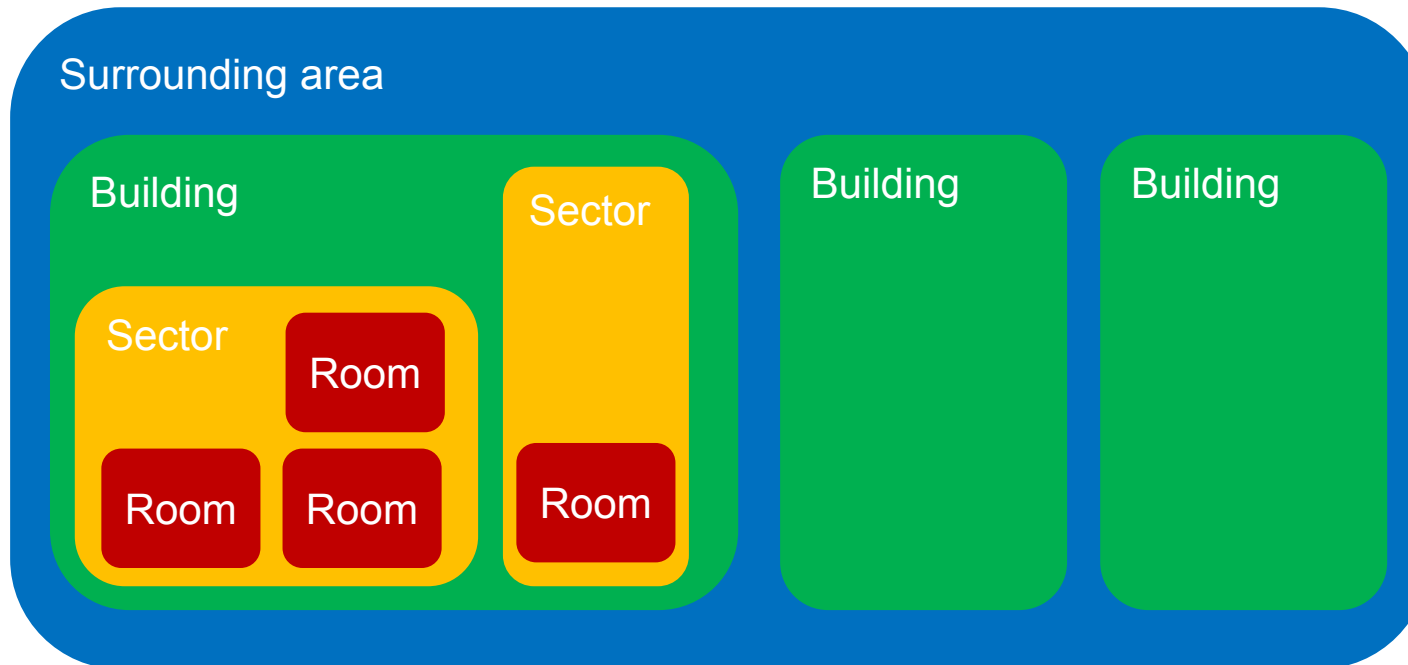
- Each organisational unit independently decides upon access to its premises → key managers (KM)
- Management, issue and retrieval of keys → ISC

Objective of key management

- The key holder only has access to the rooms that he requires
  - Do not grant anybody too many access rights or high-level keys.
  - Be aware of and observe the requirements for room access (laboratory skills etc.).
- Prudent use of keys
  - Only the necessary number of keys in circulation.
  - Request the return of keys that are no longer required.
  - Keys are returned in good time.
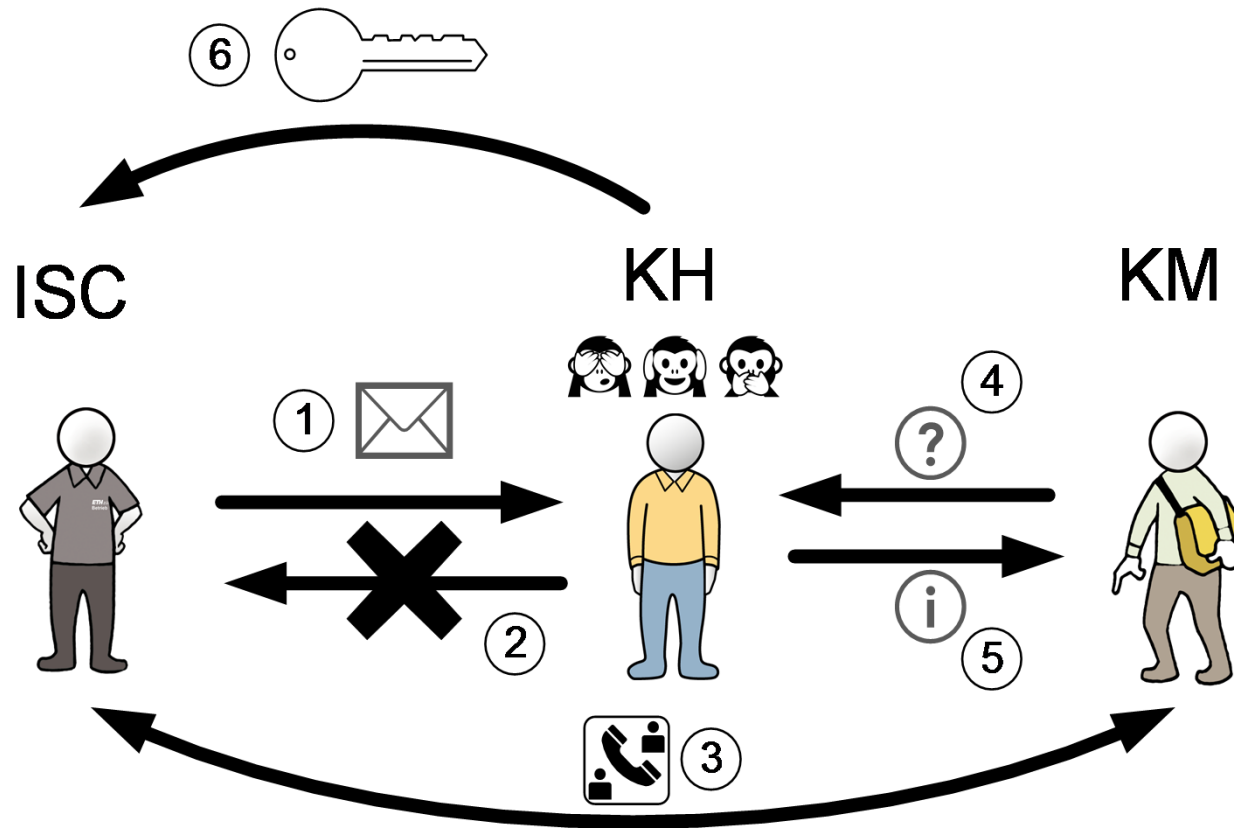 - Observe the end date of temporary keys.

Your responsibilities in the following three processes

- Issue of long-term keys
- Retrieval of unreturned keys
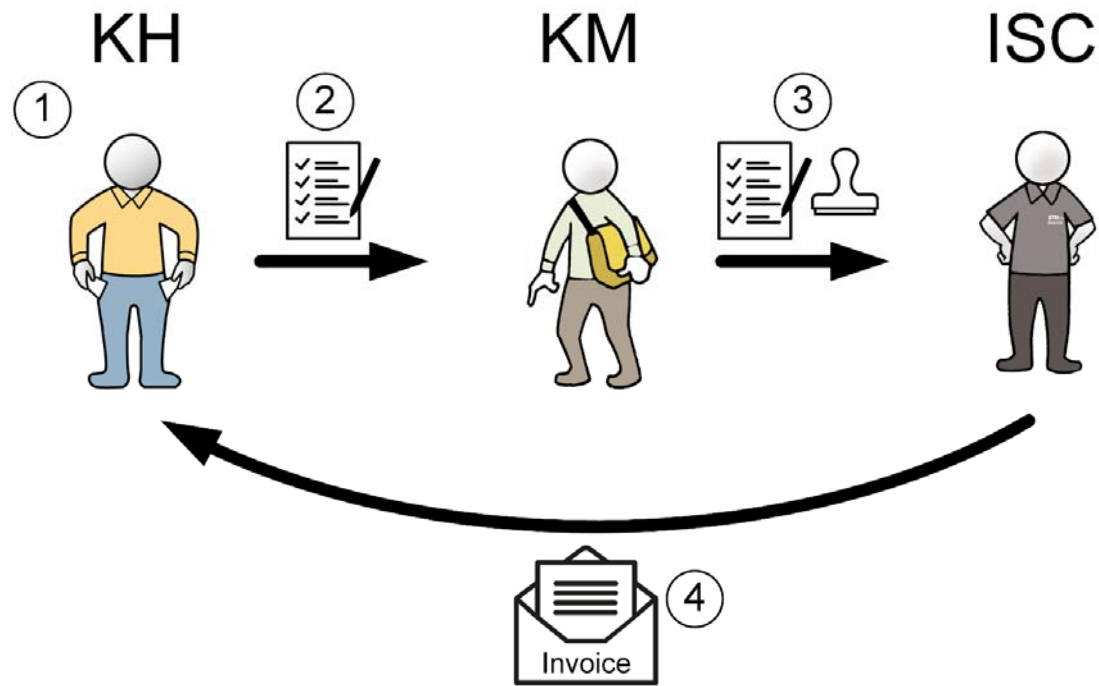- Loss of keys

Issue of long-term keys
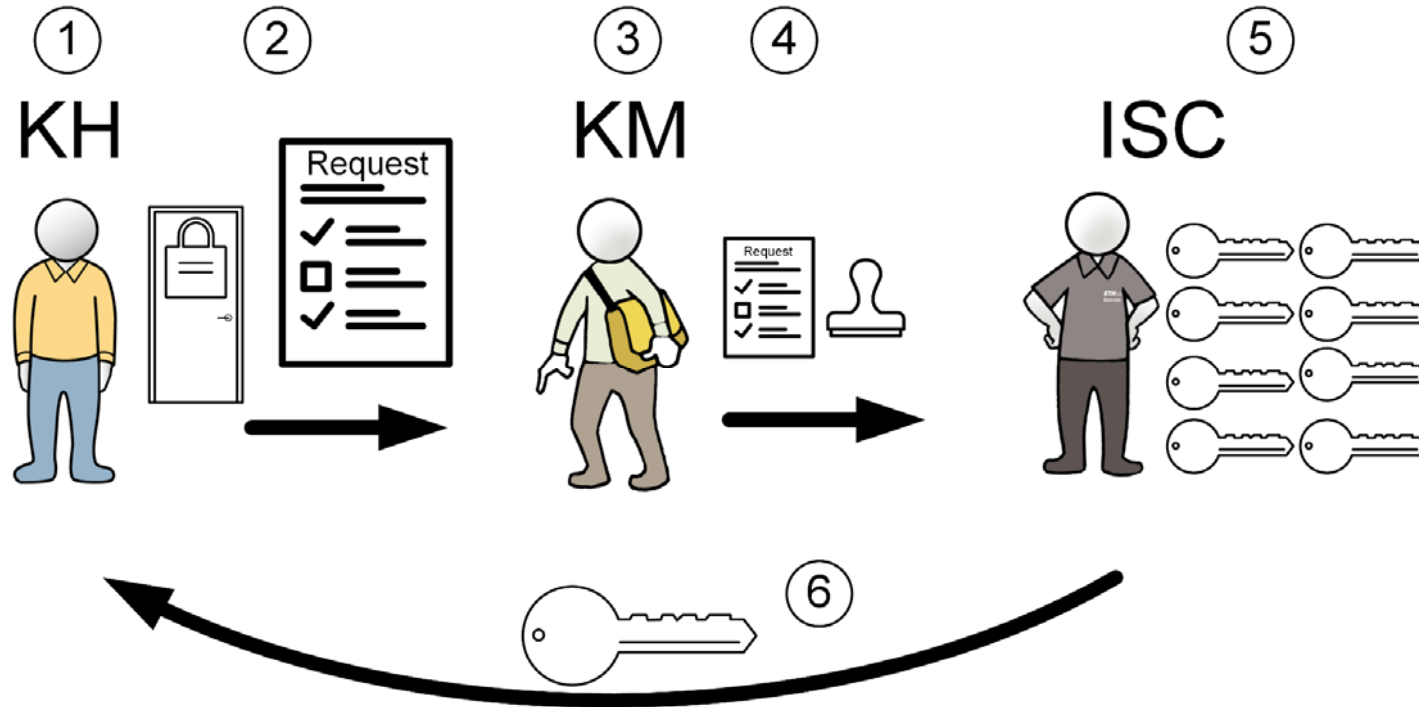
Retrieval of unreturned keys

Loss of keys

Responsibilities of key managers

- The KM are aware of the buildings, rooms and spaces of their organisational unit → the principal (e.g. head of an organisational unit) informs the KM.
- The KM are aware of the uses and safety requirements of the premises in their area of responsibility.
- The KM are aware of the groups of people who use their organisational unit's premises.

Key hierarchies

Authority pass (e.g. key holder: head of the institute)

Group pass (e.g. key holder: professor)

Group key (e.g. key holder: secretary's office)

Subgroup key (e.g. key holder: employee)

Individual key (e.g. key holder: employee)

Individual key

Individual key

Individual key

Individual key

Subgroup key

Individual key

Individual key

Group key

Subgroup key

Individual key

Individual key

Group pass

Notes

- Take note of key hierarchies → always issue the lowest possible key. If necessary, enquire with the ISC which key is suitable.
- For temporary keys, a suitable end date must always be entered on the key request.
- Under no circumstances may keys be passed on to other people or employees.
- If the KM relinquish their role (e.g. if they leave), the responsible ISC must be informed.

Further information

- 2-33-07W Code of conduct for handling ETH keys, cards and badges
- 2-33-08W specification for key managers
- 2-33-09W Process description for key management for key managers
- Konzept Gebäude und Raumschliessung ETH Zürich (in German); 28.02.2013; Facility Management dept.

- If you have any questions, please contact the ISC
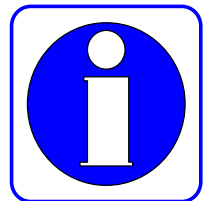
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Facility Management department

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