



BNL NETWORK

CABLE LANDING STATION (CLS) ACCESS POLICIES & PROCEDURES

VERSION 1

Policy and Procedure for access to the BNL Cable Landing Station Facilities

Subject to change from time to time.

DOCUMENT CONTROL

AUTHOR	VERSION	STATUS	COMMENT
P McCann	1.0	DRAFT	Pre-sales Document

CLS Access Policies & Procedures

1. Introduction

The procedures described in this document are developed to maintain a secure and safe Cable Landing Station (CLS) environment and must be observed by people working in the CLS and/or its surrounding. It is important that any staff, external party or project contemplating the installation of servers, network devices or any devices in the CLS fully understand and agree to these procedures.

2. CLS Physical Security Procedure

A. Overview

Security of the CLS is the responsibility of the BNL Operations Manager and the BNL Operations Team. The BNL Operation Manager is responsible for the administration of this policy.

The following are the general obligations, policies and practices that govern access to this sensitive area for which the BNL Operations Manager has responsibility. It is imperative that all Staff and business associates follow these policies and practices. Failure to comply will be considered grounds for further remedial action to be taken.

B. Primary Guidelines

The CLS may only be entered to conduct authorized BNL Business. The CLS is a restricted area that demands a much greater level of control than normal non-public office spaces. Only those personnel who are expressly authorized to do so may enter the CLS.

Access privileges may be granted to personnel who have a legitimate business need to enter the CLS. Any questions regarding these policies and procedures should be addressed with the BNL Operations Manager.

The only exception to the “BNL – CLS Access Policy and Procedures” may be during temporary suspension of these rules when it becomes necessary to provide emergency access to medical, fire and/or police officials, etc.

C. Levels of Access to the CLS

All persons seeking access to the CLS will be provided access to a copy of the “BNL - CLS Access Policies and Procedures”. When a person who has been granted access to the CLS terminates their employment or transfers out of the Customers/Contractors, then it is the responsibility of that persons Employer to notify the BNL Operations Manager as soon as possible so that the person’s access to the CLS is deactivated. This is extremely important in cases where the employee was terminated for cause.

At this time there is only one “Level of Access” to the CLS site and facilities:

1. Escorted Access.

C1. Escorted Access: Escorted Access may be granted to individuals or groups who have a legitimate business need for infrequent access to the site. Escorted Access may be granted subject to prior arrangement the BNL Operations Team. A person granted Escorted Access must sign in and out under the direct supervision of the BNL Operations Team. Person(s) granted Escorted Access will be under BNL Operations Team supervision at all times.

D. CLS Doors

All doors to the Meet-Me-Room and CLS must remain closed and locked at all times, and may only be temporarily opened for periods not to exceed that minimally necessary in order to:

- Allow officially approved and logged entrance and exit of authorized individuals;
- Permit the transfer of supplies/equipment as directly supervised by a person with Approved Access.

CLS doors are not to be propped open unless expressly approved and under the supervision of personnel with General Access.

E. Exception Reporting

All infractions of the CLS Physical Security Policies and Procedures must be reported BNL Operations Manager. If warranted (e.g.: emergency, imminent danger, etc.) an appropriate authority should be notified as soon as is reasonably possible.

If an unauthorized individual is found within the CLS site, it must be reported immediately to a BNL Operations Staff. If this occurs outside of normal Business Hours, Station Security must be alerted. Station Security will then notify BNL Operations Staff. The unauthorized individual should be requested to leave the facility immediately and be escorted from the CLS site. A written report should be immediately submitted to the BNL Operations Manager.

F. Requesting Access to the CLS

Customers/Contractors that have equipment in the CLS site may request Escorted Access.

3. General CLS Operations Policies Customers/Contractors

a. General Hosting Policy For CLS Capacity Planning

BNL Operations must be consulted for any new equipment to be installed at the CLS site. It is advisable to consult with BNL Operations Team as early as possible (preferably months before actual equipment is ordered), to confirm your equipment actually can be hosted.

b. General Policy on Infrastructure Work In The CLS Site

BNL Operations Team must be notified of all work pertaining to infrastructure in the CLS site. This includes things such as equipment installation/removal, construction or any activity that adds/removes assets to/from the CLS site.

c. General Safety Policy

All individuals in the CLS site must conduct their work in observance with all applicable (ie: state,) policies related to safety.

d. General Cleanliness Policy

The CLS site must be kept as clean as possible. All individuals in the CLS site are expected to tidy up before leaving the CLS site. Boxes and trash need to be disposed off properly. Tools must be replaced to their rightful place. Food and drinks are not allowed in equipment rooms at all times.

e. Policies for Equipment Deliveries/Pick-Up

Any party that is *planning* to have equipment delivered to or picked up from the CLS site should contact BNL Operations and provide details to BNL Operations in advance of

delivery/pick-up. Please provide BNL Operations with the following information for the equipment log:

For the delivery of equipment:

- Expected day of delivery
- P.O. number for the equipment (if known)
- Vendor name and description of the equipment
- Person to be contacted when the equipment arrives

For the pick-up of equipment:

- Expected day the equipment will be picked up
- Vendor name, the description and location of the equipment to be picked up.
- Name of person to be notified once equipment is picked up.

4. BNL Site Induction

Attachment 1 details the BNL Site Induction Checklist

End of Access Policy and Procedures Document

Attachment 1 – Induction Checklist

1. Induction for Approved Access and Limited Access

No	Items covered	Yes	No	N/A
1.	Have you obtained CEO or Delegated Officer Approval for Access?			
2.	Have you checked the persons credentials: <ul style="list-style-type: none"> • identification, • letter of request for access from the inductee's employer • competencies and qualifications • Has an Access Card or Key been issued? • Are the details recorded in BNL systems 			
3.	Have you given the inductee a tour of the CLS and explained the purpose of the equipment and identified the hazards and sensitivities of the facility? Have you identified all items of equipment that MUST NOT be touched without due process and procedure?			
4.	Have you discussed and clearly stated the procedures for reporting incidents, injuries and hazards?			
5.	Have you discussed the workplace safety rules?			
6.	Has the person been taken through relevant safe work method statements for the tasks to be performed?			
7.	Is specialized equipment required and have they been trained to use the equipment?			
8.	Do people have the correct PPE available e.g. <ul style="list-style-type: none"> • hard hat • safety glasses • safety boots • long sleeve shirt, and • high visibility vest? 			
9.	Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> • assembly point and evacuation route • closest medical facility • contact details of emergency services, and • provisions for emergency communications? 			
10.	Have you shown the person where all relevant firefighting equipment is located, for example fire extinguishers and hose reels?			
11.	Have you shown the person: <ul style="list-style-type: none"> • the location of the first aid facilities and kits, and • who the first aiders are and how to obtain treatment? 			
12.	Have you shown the person where all the facilities are located including: <ul style="list-style-type: none"> • toilets, and • drinking water? 			
13.	Have you explained the workplace security procedures?			
14.	Have you introduced the person to the Health and Safety Representative?			
15.	Do they have any further questions or need clarification on any points or topics?			



BNL – CLS Access Policies and Procedures

2. Induction for Escorted Access & Visitors

No	Items covered	Yes	No	N/A
1.	Has the visitor signed in at the site office or a record made of their presence at the workplace?			
2.	Have you shown the visitor what to do in an emergency including: <ul style="list-style-type: none"> • how to contact help at the workplace, and • how an emergency is raised? 			
3.	Have you shown the visitor the location of the emergency assembly point and evacuation routes?			
4.	Have you shown the visitor the location of the first aid facilities/kits and how to obtain treatment or assistance?			
5.	Have you explained to the visitor what to do if you become separated?			
6.	Does the visitor have the correct PPE e.g. <ul style="list-style-type: none"> • hard hat • safety glasses • safety boots • long sleeve shirt, and • high visibility vest? 			
7.	Does the visitor know how to wear the PPE correctly?			
8.	Have you identified the major hazards and no-go zones at the workplace?			
9.	Do they have any further questions or need clarification on any point?			