



## ACCESS CONTROL MAINTENANCE

Access control is a system utilised to protect a building and to control access to high risk areas. It can be developed to incorporate time and attendance, biometrics and restricted access as well as integration to third party systems.

These systems regulate who can access certain areas, information or resources within an organisation, typically through the use of authentication mechanisms such as passwords, access cards or biometrics.



### What is included in our Access Control Maintenance?

During Access Control Maintenance, the following checks will be completed:

- Regular system monitoring - this includes continuous monitoring of access control systems to identify any unauthorised access attempts or system malfunctions.
- Physical check on electronic door hardware and components
- Checking for any unused user accounts, permissions and roles within the system. New users may also be added.
- A software update to ensure the system is up to date with the latest security patches and fixes to address vulnerabilities and to protect against potential exploits.
- A detailed record will be kept including all maintenance activities, test results and any repairs or replacements performed.

### How often should you carry out Access Control Maintenance?

The frequency of access control maintenance depends on various factors, including the size and complexity of the system, the level of security required, industry regulations and evolving threat landscapes.

As a general guide, access control systems should be maintained and audited at least annually, with more frequent assessments conducted based on changes in an organisation's environment.

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