

STRONG ROOM POLICY

Responsible Officer	The Dean, PIDC		
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Associated Documents	Exam conduct SOP (ISO)		
Version	Authorization by	Approval Date	Effective Date
3.0	The CEO, PIDC	Jan 2024	February 2024

Policy Statement

Access control is one of the most important measures in the physical protection system, and it can decisively influence the effectiveness of the entire security system of examination. Due to the nature of security expected for confidentiality of examinations materials, security consciousness is critical in the daily security operations. The success of PIDC's examination department depends on the level of security astuteness among all the personnel involved in examinations related responsibilities in execution of their assigned tasks.

Security vigilance is essential for upholding integrity and credibility in the management of examinations. All security precautions should be taken to enhance the security competency in the administration of examinations and assessment. This guideline is meant to serve as a guide to the usage and access to the strong room of PIDC, by authorized personnel.

STRONG ROOM SECURITY MEASURES

The strong room is one of the critical location where safety should be guaranteed at all time. All question papers and answer sheets must always be securely kept in a strong room.

- a) A strong room shall have double lock system and keys to the strong room must be handled by the Dean and the Registrar, PIDC. Each official shall be in possession of only one of the 2 keys to the strong room.
- b) The Registrar, PIDC shall be responsible for controlling access to the strong room.
- c) A logbook for every access made into the strong room, shall be maintained.
- d) The strong room must have sufficient lightings.

- e) The strong room should not be kept open unnecessarily for a long period of time nor it should be left unattended while open.
- f) All the entry to and exit from the strong room shall be monitored through surveillance camera.

REVIEW

This policy will be reviewed periodically and revised as necessary.

APPROVALS

History

Version	Authorized by	Approval Date	Review Date	Effective Date	Sections modified
1.0	The CEO, PIDC	July 2017	July 2017	July 2017	-
2.0	The CEO, PIDC	Jan 2021	Jan 2021	February 2021	Designation
3.0	The CEO, PIDC	Jan 2024	Jan 2024	February 2024	Designation