

Access Control Service Record

An access control service record covering authorised scope, door hardware, approved functional checks, event evidence, defects and secure handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records authorised servicing, not a security accreditation, fire strategy approval or permission to defeat escape controls. Do not record passwords, PINs or access credentials.

HSE maintenance guidance requires safe work arrangements. Government fire guidance addresses escape routes and doors; changes to access-controlled exits need the appropriate fire-safety review and approved procedures.

2. Equipment and scope

Access control system ID, model and location *

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Door scope

Door IDs and areas covered *

Client authority and test window *

Escape-route interfaces and approved test reference *

Reference the agreed escape arrangements and the authorised scope of checks. Keep passwords, PINs and credentials out of the record.

People and monitoring services notified

4. Service checks

Visible reader and lock condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Door alignment and closure observed * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Authorised credential and access-rule tests recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Approved exit and emergency interface checks recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Power and fault indications checked under procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Controlled test/event log reference

Work done and configuration change reference

Non-sensitive condition evidence (photos: attach, or note the file names)

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.