

**QP 03-02**

**CONTROL OF IDENTITY CARDS**

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**1. INTRODUCTION**

- 1.1 This procedure is intended to cover the requirements of BS7858 / PD6662 for the content and control of ID Cards.

**2. RESPONSIBILITY**

- 2.1 It is the responsibility of the MW Cripwell Senior Administrator to issue identity cards and to control them in the manner described below.
- 2.2 It is the responsibility of the owner of an identity card to report its loss or destruction to the Administrator, and to return cards to the office when the expiry date has been reached or when the owner ceases to be employed by ourselves.

**3. VALIDITY**

- 3.1 Identity cards are valid for a maximum of three years from their date of issue as long as their owners remain in employment. Any alteration to a card renders it invalid. Any errors made in making up a card therefore necessitate starting again rather than obliterating the error with Tippex.

**4. PHOTOGRAPHS**

- 4.1 All personnel who are to carry identity cards will supply passport-size photographs.

**5. DETAIL**

- 5.1 I.D. Cards will have the following minimum details:

Company Name, address and telephone number  
Holders Name, signature and photograph  
Expiry Date  
Card number

**6. ISSUE**

- 6.1 The Administrator will arrange for the completion of the request form, together with signatures and photographs and printing by an approved outside agency
- 6.2 The Ops/Bus Mngr is designated authorised signatory
- 6.3 On issue, the Administrator will enter the details onto the ID Card Register and the recipient will sign the register. No card will be issued before these actions are complete.

**7. RE-ISSUE**

- 7.1 Cards will be re-issued after expiry, loss or destruction, and the details of both the old and new cards will be entered in the appropriate places on the ID Card Register.

**8. ADMINISTRATION**

- 8.1 On issue of an identity card, the Administrator will note the expiry date in COINS diary thus providing an automatic prompt of card renewals. The Administrator will inform card owners when the expiry date is approaching.

**9. EX-EMPLOYEES**

- 9.1 Anyone leaving our employ will be requested to return their identity card to the office on the last day of their employment. If this, for any reason, is not possible, the request for the return of the card will be made by letter.

**10. DESTRUCTION**

- 10.1 All invalid identity cards will be rendered unusable on their return by the Administrator.