


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV”</p>	
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REGULATIONS ON THE ORGANIZATION OF ACCESS AND ON-SITE MODES AT KAZNRTU NAMED AFTER K.I. SATPAYEVA 2022 FACILITIES

R 029-06-06.3.01-2023

Almaty 2023

PREFACE

1 DEVELOPED: by the Kazakh National Research Technical University named after K.I. Satbayev" Operations Center

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CONTENT

1 General provisions	4
2 Throughput mode	5
3 The rights and obligations of data center employees, when monitoring compliance with the access regime	8
4 In-object mode	8
5 The order of export (import), removal (import) Shopping center	9
6 The order of admission (entry, exit) of vehicles and the order of its movement	10
7 Teaching staff, staff, students, tenants and visitors are prohibited	11
8 Final provision	12
Appendices	13
Change registration sheet	17

1 General provisions

1.1 This Regulation on the organization of access and intra-facility modes (hereinafter referred to as the Regulation) in the NAO "Kazakh National Research Technical University named after K.I. Satpayeva" (hereinafter referred to as the University or KazNITU) defines the basic requirements for the organization and implementation of admission and intra-facility regimes at the University, which include the territory, academic buildings, dormitories and other University facilities.

1.2 The organization of access and intra-facility modes at the University and control of its execution is carried out by the Center for Operational Activities (hereinafter referred to as the Data Center), taking into account the characteristics of each University facility.

1.3 Compliance with the requirements of this Regulation is mandatory for all persons located on the territory and facilities of the University.

1.4 Access and intra-facility modes are a set of sets of measures and rules implemented on the territory of the University and aimed at ensuring the safety and continuity of the University's operation, the safety of all people located on the territory of the University, the safety of inventory (hereinafter referred to as TMC) The University, as well as compliance with the relevant internal regulations and fire safety at the University.

1.5 The organization of systematic explanatory work at the University on compliance with access and on-site modes using a local computer network, visual propaganda tools (stands, information boards) and mass media of the University is entrusted to the data center.

1.6 During the initial briefing, the Data center provides familiarization with this Provision to newly admitted employees and students of the University.

1.7 The Directors of the Institutes, as well as the heads of all structural divisions, are responsible for communicating, familiarizing and fulfilling the requirements of this Regulation by their subordinates.

1.8 Familiarization and clarification of the requirements of this Regulation to students is entrusted to the Directors of Institutes and the Department of Youth and Sports (hereinafter - DDMS).

1.9 Familiarization of employees of third-party organizations (tenants) with the requirements of this Regulation is carried out by the Department of Infrastructure Management (hereinafter - DMS).

1.10 About The heads of structural divisions and other organizations are obliged to: - to carry out explanatory work among its employees and students aimed at strict and strict compliance with the requirements of this Regulation, improving the safety and security of property;

- access and in-facility modes, take measures to comply with the modes by employees and students of the University.

1.11 The employees of the data center in their activities for the implementation of access and intra-facility regimes are guided by the current

legislation of the Republic of Kazakhstan, this Regulation and the orders of the Chairman of the Board-the Rector of KazNRTU.

1.12 The Director of the Data Center has the right to submit for consideration by the Chairman of the Board-the Rector of KazNRTU proposals for improving access and in-facility modes.

2 Throughput mode

2.1 The access regime is a set of measures and rules that determine the order of entry (exit) of people, entry (exit) of transport, as well as import (export), entry (removal) Shopping center on the territory (from the territory) of the University.

2.2 The access mode provides for: - organization of checkpoints (hereinafter - PP) at the entrances and entrances to the University territory; - the introduction of permanent personal and temporary electronic access cards, temporary passes, giving their owners the right to pass and/or travel to the territory and premises of the University; - introduction of material passes, determination of the procedure for their registration, issuance, return and destruction; - organizing the protection of University facilities and equipping them with the necessary security and safety equipment.

2.3 The right of passage to the territory and facilities of the University at any time of the day, including weekends and holidays, is granted to the Chairman of the Board-the Rector, Vice-rectors of the University, the head of the staff of the University Board.

2.4 The passage of employees and students of the University, employees of third-party organizations and visitors is carried out only through the PP on the basis of the following passes:

- personal electronic access card - is a personalized access card (Appendix 1), which is issued to all students, faculty, staff of the University, after passing an introductory briefing on occupational safety, fire safety and familiarization with this Regulation. A personal electronic access card is personal, and therefore it is strictly prohibited to transfer your access card to other persons, as well as to pass other persons to the territory and facilities of the University.

- temporary electronic access card - (Appendix 2) is issued to persons who are not full-time employees of the University (business travelers, interns, tenants of premises, service providers, etc.). The specified card is issued for a period of more than 3 months and up to 1 year. The temporary card is not registered, but has a separate account number. A temporary electronic card is issued on working days from 08.30 h. to 17.00h. The heads of structural divisions receiving business travelers (the management of the DUI - who concluded the lease agreement) prepare in advance a memo addressed to the head of the Board's staff indicating the surname, first name, patronymic of the temporarily seconded person or tenant, indicating the terms of the business trip or lease, and an attachment of a copy of the identity card. Heads of structural divisions are personally responsible for compliance by business travelers or tenants with the rules of access and intra-facility modes. After the

expiration date of the temporary electronic card, the owners are required to hand them over to the data center.

- temporary passes (Appendix 3) are issued to visitors by employees of the data center for a period of 1 day to 3 months on the basis of memos provided by the heads of structural divisions indicating the reason (purpose) of their stay at the University. The memo is accompanied by lists indicating the surname, first name, patronymic, the persons being processed, the organization from where they came. Passes are issued for a certain period of time to persons who perform temporary work on the territory of the University, who have arrived for practice or on a long business trip, short-term tenants. A temporary pass is issued on working days from 08.30 to 17.00. The heads of structural divisions receiving visitors are personally responsible for meeting the visitor, observing the rules of access and intra-facility modes. After the expiration of the validity period of the temporary pass, visitors are required to hand them over to a data center employee.

When carrying out events related to a visit to the University by a group of persons (from 3 people or more) (conferences, concerts, cultural events, etc.), the initiators of the event no later than 17.00 h. on the eve of the day of the event, must provide service notes to the data center (Appendix 4), agreed with the supervising vice-rector, indicating the location, the time and data of the invited persons, as well as the last names, first names and phone numbers of those responsible from the University for the event.

Heads of structural divisions should take into account that the unjustified industrial necessity of inviting visitors contradicts the interests of ensuring the safety of the University, and when issuing memos (submitting applications) for temporary passes, in each specific case they should carefully determine their expediency.

2.5 of these Regulations are obliged to immediately inform their immediate supervisor, as well as the data center and the personnel department, visitors - the head of the structural unit receiving them, tenants - in the DMS. Individual specialists and visitors can be admitted to the University territory accompanied by heads of structural divisions of the University or their representatives without registration passes, but according to official memos, on the basis of existing contracts for the provision of goods and services. Data center employees, when checking a pass, have the right to detain an incoming person to establish his identity in cases when the data of the pass does not correspond to the data of the identity document, or when the card or pass has become unusable due to mechanical or other damage and the identity of the employee or student cannot be established.

A temporary pass grants the holder the right to enter the University territory only during working hours, in accordance with the work schedule established for him. During non-working hours, admission is carried out according to a memo approved by the supervising vice-rector, indicating the place, time:1 the date of the beginning and end of the work and the mandatory indication of the person responsible for the work or the event.

2.6 The Chairman of the Management Board-Rector, Vice-rectors of the University, head of the staff of the Management Board, directors of structural

divisions, directors of Institutes can receive visitors and guests on the territory and in the premises of the University.

2.7 Employees and students who have allowed the loss of any of the cards or passes listed in clause

2.8 Employees of law enforcement agencies, fire, technical and sanitary supervision, other state bodies and city services who have arrived to conduct inspections, comply with regulations and other powers, enter the University territory during working hours, upon presentation of an official ID and instructions/sanctions, and necessarily accompanied by an appropriate University official. In all other cases, the admission of the above-mentioned persons is carried out on a general basis. The employees of all the above-mentioned supervisory bodies carry out control and inspection functions on the territory of the University only on the basis of written instructions, which are familiar to the University management.

2.9 Employees of the courier service who deliver correspondence in accordance with the concluded contract for the provision of these services are allowed to enter the buildings and the territory of the University upon presentation of an official ID.

2.10 Journalists and other representatives of the mass media are allowed to enter the University territory on the basis of a memo agreed with the University management and must be accompanied by representatives of the public relations department.

2.11 Admission to the academic buildings of the University of the teaching staff, staff and students on holidays is carried out by a memo signed by the head of the structural unit, agreed with the supervising vice-rector.

2.12 Technical staff for cleaning the premises are allowed to enter the University on all working days and holidays from 06.00 h.

2.13 Work on monitoring, maintenance and repair of technical systems of the University by specialists of the University and contractors is carried out during working hours, by specialists on duty - if malfunctions are detected - around the clock.

2.14 Admission of specialists of the University and contractors for the elimination of accidents of technical systems of the University is carried out at any time.

2.15 Admission of shift workers is carried out according to the work schedule signed by the head of the structural unit or his deputy.

2.16 Access to security and technical premises (laboratories, server rooms, switchboards, elevators, attics and basements, etc.) is allowed to third parties only by written agreement with the heads of structural divisions assigned to these premises.

2.17 Admission to dormitories is carried out in accordance with the "Rules of residence in dormitories of the NAO KazNITU named after K.I. Satpayev".

3 The rights and obligations of data center employees when monitoring compliance with the access regime:

-Data center employees, in order to establish the identity of the incoming/outgoing person, have the right to request to present a pass / identity document, to verify the compliance of the presented pass;

- if necessary, perform a visual inspection of the contents of hand luggage, any other closed, bulky or other suspicious items without using search techniques;

- in case of refusal to present personal belongings for inspection

- to restrict, not to allow an employee, a student, an employee of a third-party organization and a visitor to the University territory;

- if the dimensions of hand luggage exceed the dimensions of 30x40x40 cm, send the owner of such luggage for inspection to the duty room of the data center;

- to inspect cars entering/leaving the University territory, to verify the imported/exported property with the data of invoices and other accompanying documents;

- prohibit the import /export of inventory in the absence of documents with a visa from the University management and the management of the data center; when fixing identified violations of access and intra-facility modes, data center employees have the right to take video and photographs for subsequent provision of materials to the University management.

In case of detention by data center employees of unauthorized persons trying to enter the University facility or territory, the detained persons are transferred to law enforcement agencies. The fact of detention is reported to the management of the data center and the University.

Persons with signs of alcohol or drug intoxication are not allowed to enter the facilities and territory of the University.

4 In-object mode

4.1 The intra-facility regime is a set of measures and rules in force on the territory of the University and ensuring the comprehensive safety and security of the University's inventory. The intra-facility regime provides for the classification of individual territories and premises into public and secure premises.

- territories and premises with shared access are areas where there is no restriction of access for students and University staff who have entered the territory in accordance with the established procedure - academic buildings, auditoriums, recreation areas, information and other premises.

- secure rooms are rooms with limited access due to the specifics of the activities carried out in the specified room. Security rooms include server rooms, warehouses for storing goods and materials, precursors, laboratories, archive rooms, distribution rooms (shafts) for ventilation, elevator, water supply, heating, electric power stations, PBX, etc.

4.2 The heads of the departments and third-party organizations are responsible for ensuring the internal regime in the premises occupied by structural divisions and third-party organizations.

4.3 All persons located on the territory of the University are obliged to comply with the established procedure and strictly comply with the requirements of this Regulation.

4.4 · The keys to office rooms, classrooms, and classrooms are kept by the building commandants. Duplicate keys to emergency exits and technical rooms are stored at the checkpoint of the data center. The keys to the secure premises are kept by the relevant financially responsible persons.

4.5 In case of emergency situations on the territory of the University (hereinafter referred to as emergencies) (fire, earthquake, flood, explosion, armed attack, hostage-taking, etc.) employees and students of the University, employees of third-party organizations and visitors must strictly comply with the requirements of representatives of law enforcement agencies and representatives of the data center, heads of emergency response and act on their instructions.

4.6 In case of an emergency during non-working hours or weekends and holidays, data center employees make a decision. about the opening of the premises. The person responsible for the specified premises and the heads of the data center are immediately notified of the reasons for the opening of the premises. If necessary, property and documentation are evacuated to a safe place and their safety is ensured. After the liquidation of an emergency, an employee of the data center and the person responsible for the specified premises draw up an act of autopsy.

5 The procedure for the export (import), removal (import) of goods

5.1 The document authorizing the removal (import), export (import) of goods and goods through the PP is a material pass (Appendix 5) or a memo (Appendix 6) signed by the head of the structural unit or his deputy, agreed with the relevant person of the Department of Finance and Accounting, agreed with the financially responsible person (LIKE) and the commandant. The pass must be signed by the management of the data center and is valid only on the date specified in it.

5.2 A material pass for the property to be moved through the PP is issued to the accompanying person.

5.3 A data center employee at the PP, having checked the compliance of the removed (exported) The goods and materials specified in the material pass, as well as the presence of signatures on the material pass of responsible persons, permits the removal (export) of goods and materials, which is recorded in the appropriate Journal.

5.4 It is allowed to bring (take out) personal belongings (briefcases, diplomats, women's handbags, small shopping bags) to the University territory without registration of a material pass. 5.5 The import/export of inventory items that are not on the balance sheet of the University and belong to the tenants, personally to the University employees, is allowed on the basis of a letter from the tenant or a memo from the DUI, necessarily signed by the DUI rental department and the commandant.

6 The order of admission (entry, exit) of vehicles and the order of its movement

6.1 The right to enter the University territory by official and personal vehicles without inspection and verification of documents is granted to the Chairman of the Board-the Rector, Vice-rectors, the head of the staff of the University Board.

6.2 · For other persons, the passage of vehicles and their parking is carried out in specially designated parking spaces on the territory of the University. The conditions and the system of admission of vehicles to the University territory, the order of their parking, are determined by the leadership of the University and coordinated with the leadership of the University.

6.3 · Data center employees, when monitoring compliance with the admission regime, are obliged to ensure inspection of the contents of cars entering the University territory, as well as exporting any inventory items from the University territory.

6.4 The driver is obliged to comply with all the requirements of the data center employee for the inspection of the vehicle: open the cabin, trunk, present the body for inspection, etc. Having received an entry permit, the driver of an official or personal car enters the territory of the University and puts the car in the designated parking lot, having previously dropped off passengers before entering and directed them to the CHECKPOINT in accordance with the established procedure.

6.5 When driving on the territory of the University, the driver must:

- do not exceed the speed of 5 km/h;
- be careful when entering/ exiting through a barrier (entrance gate), when driving in cramped conditions and limited visibility (between rows of cars, etc.), in areas where people can work.

6.6 The driver is prohibited from:

- block roads on the University grounds, driveways between rows in internal parking lots and exits from them;
- to leave cars on the paths of possible evacuation of people and cars in case of emergency situations,
- to leave cars at the places of loading, face-to-face unloading, construction works;
- park closer than 6 m from the gas installations of the laboratories;
- refuel vehicles with fuel on the territory of the University; - leave an open car unattended, with the engine running, with the keys in the ignition, with valuables and documents in the cabin;
- leave the car overnight (except for duty shifts).

6.7 In the event of an emergency, vehicles of emergency services of state bodies (emergency and medical teams, police, firefighters, etc.) are allowed to enter the University territory unhindered. The passage of employees of these services to the University territory is carried out with the assistance and accompanied by a data center employee. When these vehicles leave the territory, they are subject to inspection on a general basis.

7 The teaching staff, staff, students, tenants and visitors are prohibited:

- located on the University grounds without a pass;
- trying to get to the facilities, the University territory outside the checkpoints;
- transfer your personal passes to someone, mark someone else's access card in the Access Control and Control System (hereinafter referred to as ACS), or conduct another person to objects or territory (release from the object, territory) using your personal pass;
- to take young children with them to the facilities and territory of the University (except for the days of holding children's Christmas trees and other agreed events at the University);
- to violate public order;
- leave the office premises unlocked;
- leave the keys in the locks of the premises;
- to smoke and make fire, as well as to carry out fire work without registration of the appropriate work permit for their production, except in cases related to fire-technical exercises and training;
- to drink alcoholic beverages at the facilities and on the territory of the University and to take narcotic substances;
- to enter the facilities and territory of the University in a state of alcoholic, toxic or narcotic intoxication;
- to leave visitors (guests) alone in the office premises;
- to open objects and premises under protection (standing on alarm, sealed, sealed), without coordination with the data center;
- to transport and bring firearms and cold steel weapons, ammunition, explosive materials, explosive objects, highly toxic, radioactive, narcotic and psychotropic substances (except for persons entitled to do so in accordance with the procedure established by law), alcoholic beverages to the territory of the University;
- clutter the territory, main and alternate passages and passageways, approaches to fire cranes and hydrants, primary fire extinguishing equipment, fire and emergency warning systems, approaches to buildings and warehouses, stairwells, basements and attics with objects, the presence of which makes it difficult to evacuate people, property and transport;
- to carry out excavation work without the approval of the management of the DUI; - violate the requirements of occupational safety and fire safety;
- to transport and bring electronic computing equipment, mobile phone suppression devices, film-photo and video recording equipment to the University facilities and territory without written permission and to make (not authorized) film-photo or video shooting;
- store goods and materials outside warehouses or production facilities, equipped storage areas, as well as in unclosed containers, cabins, workshops;
- perform actions that violate (change) the established modes of operation of video monitoring, security equipment and fire alarm systems; - to hold mass events on the territory of the University without the permission of the University

administration. If unauthorized persons appear on the territory of the University, as well as if suspicious packages, packages, boxes, including those similar to improvised explosive devices, employees and students of the University are obliged to report this to the data center.

8 Final provisions


8.1 Additional requirements for ensuring access and on-site modes may be established by order of the Chairman of the Management Board-the Rector of the University and the head of the staff of the Management Board.

8.2 Persons who violate the requirements of this Regulation may be subject to disciplinary liability if their violation does not entail administrative or criminal liability.

8.3. Issues not regulated by this Regulation are regulated in accordance with the legislation of the Republic of Kazakhstan and internal documents of the University.

A sample of a personal electronic access card.**Sample of a temporary electronic card**

A sample of a temporary pass

 **ВРЕМЕННЫЙ ПРОПУСК**

_____ (фамилия)

_____ (имя)

_____ (отчество)

Доступ разрешен с «__» __ 201_ г. по «__» __ 201_ г.
с 08:30 по 21:30

Обязательно подлежит сдаче в ЦОД

Действителен только при предъявлении документ
удостоверяющий личность

Appendix 4

Sample memo

To the director of the
the center of operational activities

The memo

in connection _____
with specify the full name, the name of the event or promotion

I ask you to give permission to enter the building of the academic building of the University to persons (the list is attached) upon presentation of their identity documents.

The event will be held from ___ a.m. to ___ h. " _____20___. in

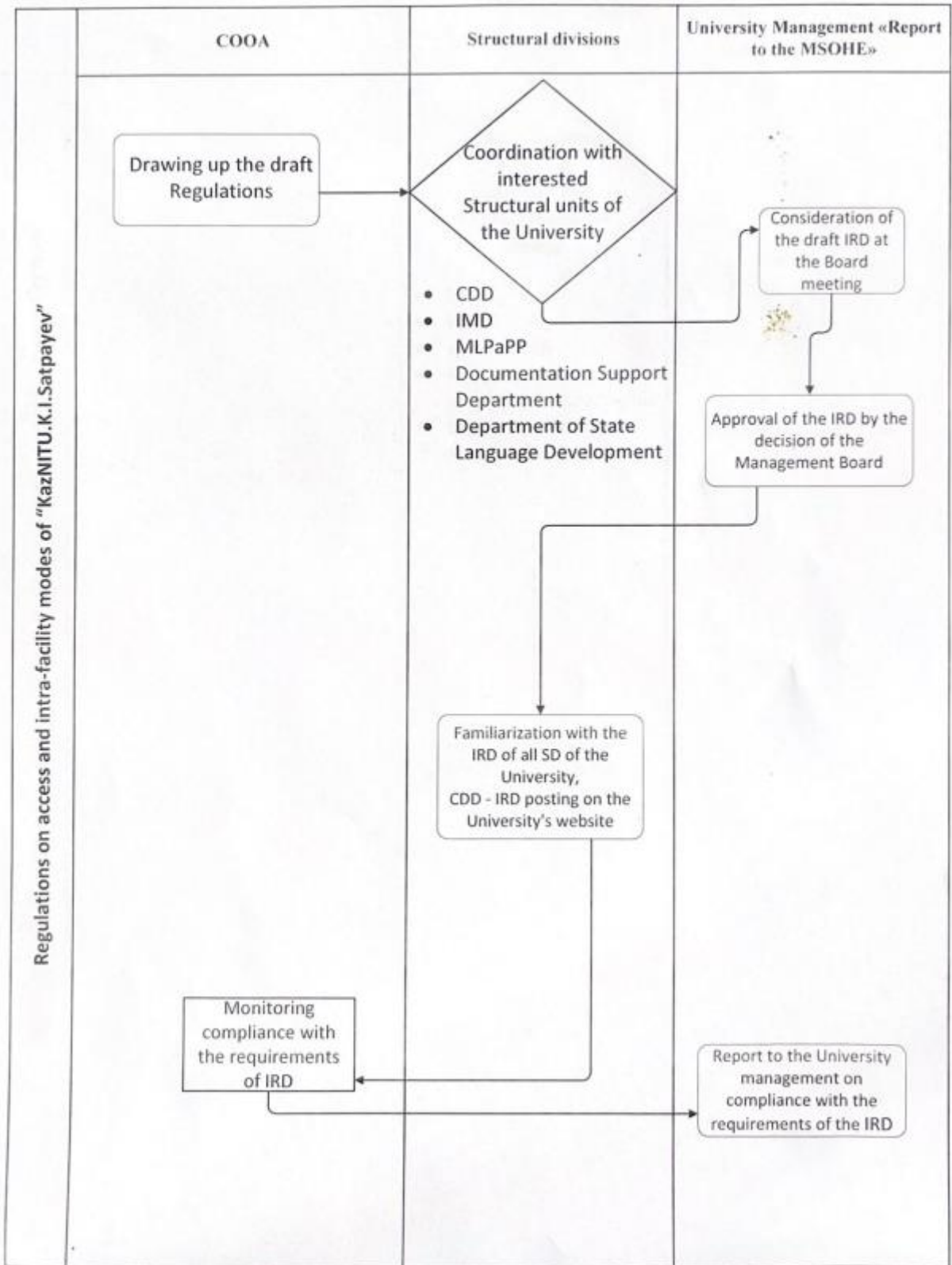
(specify the venue).

The person responsible for meeting and escorting the arrivals is _____

(specify the surname and initials, position, contact phone numbers).

Director _____ Initials and Surname
(name of the structural unit) (signature)

" ___ " _____20__



REGISTRATION SHEET ON CHANGES

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position