

Conditions governing the issuing of third party identification and access control cards and visitor cards

Note: This governance document applies to the [BAS03a](#) form and access control cards for UCT third parties and UCT visitor cards.

1. THIRD-PARTY IDENTIFICATION AND ACCESS CONTROL

All **third parties** working at UCT permanently or temporarily (if for periods of 2 weeks or more), and if supported by one of the following: the head of department (academic departments); the director / head of department (administrative and support departments); must be issued with **THIRD PARTY IDENTIFICATION and ACCESS CONTROL CARDS**.

These cards serve three distinct purposes:

- 1) identification,
- 2) where authorised, access to an access-controlled building, and
- 3) where authorised, library borrowing-privileges and access.

Examples of **third parties** would be:

- employees of contractors undertaking outsourced functions (e.g. catering, campus security, cleaning, grounds);
- employees of agencies such as the NRF and MRC who work at UCT on secondment, sometimes of a long-term nature;
- independent contractors.
- PGWC-GSH-staff, not on the Joint Staff, (*but not JMS-PGWC staff who are, by definition because they are Joint Staff, UCT staff and who thus will get UCT staff cards*);
- consultants; and
- medium- to long-term visitors who are neither staff (whether honorary or remunerated) nor students.
- commercial *tenants leasing University premises for private use*.

Please note:

- Honorary Staff, who have been formally appointed as such, are not **third parties**.
- Rights of Access to a specific building will be at the discretion of the department sponsoring the individual **third party**. A person working on long-term secondment to UCT would ordinarily enjoy the same access rights as others in the department concerned.
- The [Access Control office](#) will only issue access cards (take ID photo and print cards) for those:
 - Who have a **current, approved third party access request** on the [Third Party System](#) (Physical Access, Building Access Notes (all doors to be listed here) submitted by the sponsoring department.
 - Who bring with them a **valid ID document or Passport**.
- The identity card remains the property of the University of Cape Town and maybe withdrawn at any time without prior notification given.
- **Identification cards must be carried at all times.**

2. VISITORS CARDS

- Visitors cards must be issued to all **third parties** working at UCT permanently or temporarily (if for periods of 2 weeks or **less**), and if supported by one of the following: the head of department (academic departments); the director / head of department (administrative and support departments).
- Two plain visitor cards will be issued **on application** to each department.
- Additional cards to a maximum of five may be issued where there is motivation in writing from the HOD, or Head of support services.
- The department to which they are issued must control the use of these visitor cards.
- These cards will allow access, as requested, to the facilities of the department to which they are issued. These cards will thus be equivalent *to sets of keys to the front door*. *We suggest that each department keep a register, and obtain signatures when such cards are issued and returned.*
- Loss of any visitor card must be reported to the Access Control Office immediately so that access rights linked to that card can be cancelled.

Note: Physical Access Card queries are to be directed to our **Access Control office** during normal office hours:

Office hours: Monday – Thursday: 08:00 – 16:00 | Friday: 08:00 – 15:30.

Physical address: Room 2.01, Geological Science Extension Building, Madiba Circle, Upper Campus
(see block B3 on [Upper Campus map](#))

Contact details: (021) 650 1199 or Access.Control@uct.ac.za .