|  |
| --- |
|  |
| HID-intl-logo-PMS-287-PrefP |
| 611 Center Ridge Drive Austin, TX 78753 |
|  |
| *<customer name>* |
| Site survey DOCUMENT |
| **DOCUMENT2** |

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HID Global

611 Center Ridge Drive  
Austin, TX 78753

Revision History

| Date | Author | Description | Document Revision |
| --- | --- | --- | --- |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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# Introduction

## Scope/Purpose

This document outlines a detailed survey of the site/s proposed for an access control project at *<customer name>*.

The purpose of this document is to collect all the information required to ensure that the product/system recommendations will result in optimal performance. The information provided will also ensure that HID can provide the best possible training and support upon installation and during the product life.

## Use of Document

The intention of this document is that it will be single source of information for system architecture through the project’s life cycle. Sections 2 and 3 of this document should be filled out by the customer, integrator, or security consultant. Section 4 will be completed through communications between the customer and HID Global and will be used to define the scope the project. Appendix A should be filled out by the customer or integrator following the completion of the system installation. This document will be stored in HID Global’s PLM system and will be accessible to provide technical support in the future.

The tables provide in each section should be modified by adding rows as needed. Rows can be added by clicking inside of the table and then selecting the **+** in the lower right corner of the table.

# End-User Details

## End User

*In order to ensure proper communication channels are maintained and the proper personal are involved in all decisions and collection of information, HID Global requests detailed information for all sites that are affected through this project.*

## Organization / Addresses

Company Name: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text.

State/Province: Click here to enter text.

Postal Code: Click here to enter text.

Country: Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Name** | **Address** | **City** | **State/ Province** | **Postal Code** | **Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |



## Contacts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **First Name** | **Last Name** | **Title** | **Email** | **Phone** | **Location**  **(Site Name)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Company policies

### Access control policy /   Company badge policy

*In this section, please identify the relevant access control or company badge policy implemented in the organization. Attach or provide a copy of the policy if available.*

Click here to enter text.

### Population criteria, distribution / User Behaviour

*In this section, please identify the most important criteria related to user behaviour, population distribution and any specific characteristic that relates to the customer site.*

Click here to enter text.

# Current State PACS Architecture

## Access Control Site Audit

In this section, please identify the manufacturers and part numbers of the various Access Control System components currently in use at each site sites listed in section 2.1.1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Site Name** | **ACS Manufacturer** | **Panel** | **Reader** | **Power Supply** | **Cabling - # of conductors / Wire Gage / Max Length** | **Card/Credential** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Installation Types / Reader Locations

In this section, we want to identify the mounting configurations/environments that are used throughout all sites. It is extremely important to provide as much detail as possible to ensure that HID recommendations result in maximum performance and meet expectations. It is recoomended that the Type Name is referenced for all reader locations in building drawings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type Name** | **Comments (Describe mounting surface (i.e., drywall, brick or stucco, turnstile) and indicate if the reader is interior or exterior). Provide any other reader specific mounting details.** | **Typical use Case** | **Reader Type** | **Typical Read Range Experienced** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Existing Physical Card Specifications

If using HID credentials, provide credential details below:

|  |  |
| --- | --- |
| **Sales Order Number** for *most recent* Physical Card order. (Can be found on the card box label or on the card back -- next to the card number.) The nomenclature of the Sales Order Number is similar to: 11101210514-01A | Click here to enter text. |
| **Part Number** for Current Physical Cards. (Can be found on the card box label, packing slip and Order Acknowledgement). The nomenclature of the Part Number is similar to: 2102LGMNNM | Click here to enter text. |
| **Card Technologies** included in Current Physical Cards. (Can be found on the card box label, packing slip and Order Acknowledgement). Typical technologies would be iCLASS, HID Prox, MIFARE, etc… | Click here to enter text. |
| **Programming Format** included in current Physical Cards. (Can be found on the card box label, packing slip and Order Acknowledgement). The nomenclature of the Format is similar to: H10301 | Click here to enter text. |
| **Programming Data: Site Code** included in current Physical Cards. (Can be found on the card box label, packing slip and Order Acknowledgement). The Site Code is usually 1-5 digits. This is not required if the end-user uses a Corporate 1000 Format. | Click here to enter text. |
| **Programming Data: Last Card Number** used in current Physical Cards. (Can be found on the card box label of the last card box, packing slip and Order Acknowledgement). This is not required if the end-user uses a Corporate 1000 Format. | Click here to enter text. |
| **Card Marking** used on current Physical Cards. (Can be found on the card box label of the card box, packing slip and Order Acknowledgement). The options are Matching or Non-Matching. | Click here to enter text. |
| **Card Marking Offset** used on current Physical Cards. (Only applicable if Non-Matching). Common offset might be *Card Marking is 10000 greater than Card Number.*  Also, use this space to describe any other details about the Card Marking such as prefixes or suffixes. | Click here to enter text. |
| **Elite Key Reference** used on current Physical Cards. The nomenclature of the Elite Reference is similar to: ICE 0235. (Note: if the card marking on the physical card ends with “-E”, the card is using Elite. If not, Elite is not used.) | Click here to enter text. |

## RFID Technologies Currently in Use

In this section, please provide the information for each RFID technology that will be used throughout the site. In many cases technologies can be combined into a single credential to allow improved user experience and convienence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor** | **Site** | **Technology** | **Use case** | **If encoding, what system/Tool is used?** | **Reader** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Future State PACS Architecture

## Desired Access Control System

This section can be completed by the customer or by HID Global through communication with the customer to document the desired system architecture. Please identify the manufacturers and part numbers of the various Access Control System components that are planned to be used at all sites listed in section 2.1.1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Site Name** | **ACS Manufacturer** | **Panel** | **Reader** | **Power Supply** | **Cabling - # of conductors / Wire Gage / Max Length** | **Card/Credential** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Card Information

This section is to be completed by HID Global through communication with the customer to document all RFID technologies and whether some or all of these can be combined into a single credential for enhanced user convienence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor** | **Site** | **Technology** | **Use case** | **If encoding, what system/Tool is used?** | **Reader** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Recommended Accessories / Modifications for Optimal Performance by Installation Type

This section is to be completed by HID Global to document best practices for optimal performance.

|  |  |  |
| --- | --- | --- |
| **Type Name (refer to section 3.2)** | **HID Accessories** | **Comments** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Final State PACS Architecture
2. Access Control System

In this section, please identify the manufacturers and part numbers of the various Access Control System components that were selected and installed at each site listed in section 2.1.1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Site Name** | **ACS Manufacturer** | **Panel** | **Reader** | **Power Supply** | **Cabling - # of conductors / Wire Gage / Max Length** | **Card/Credential** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Card information

In this section, please identify the final RFID technologies that are used.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor** | **Technology** | **Encoding** | **Use case** | **Encoding system/Tool** | **Encoding Profile** | **Reader** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Reader Information by Site and Installed Location

This section should be used to capture detailed information for the installation of each reader. This will be accessibile to HID Global Technical Support resources in the future. For large installations, please use the attached spreadsheet…



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location ID** | **Interior / Exterior** | **Part Number** | **Serial Number** | **FW VAS# / Revision** | **Installed Accessories / Modules** | **Install Type**  **(refer to Section 3.2)** |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |