



Policy: Security Sign In/Out Log

Purpose To ensure security measures are taken place and adhered to when entering the store manager's office or touching the network equipment.

Policy No employee(s) or vendor(s) can access the network equipment room or manager's area without proper authorization from:

Regional Office

-OR-

Information Technology


Vendors may not touch network equipment without prior authorization.

Phone Authorization for network equipment or managers access must come from the internal Discount Tire network or email.

Retention Period The Security Sign In/Out Log is to be retained on site for one (1) year in the manager's office in a file labeled *Security Store Sign In/Out Log*.

What To Do If a technician enters the store requesting access to any part of the store contact the Information Center (800-366-4399 or ext. 66007).

Sample Security Sign In/Out Log The following is an example of the Security Sign In/Out Log:

 Security Sign In/Out Log									
Date _____									
Store _____									
TIME		Name (print)	Firm Represented	Purpose of Visit	Employee Authorizing Access	Office Access (Y/N)	Network Equipment Access (Y/N)	IT Authorization	Regional Office Authorization
IN	OUT								

DISCOUNT TIRE

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[Click here to access the Security Sign In/Out Log](#)

Contact Issues are to be reported to the Information Center; (800-366-4399 or ext. 66007). The Information Center is available 24/7.