**Appendix C**

**Form B – Removal from Fingerprint Access System (FAS)**

Amber Lodge Low Secure Unit

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| **Removing colleagues from the Fingerprint system** | | |
| Colleagues can be removed from the system for a number of reasons see list below:   1. Leaving the Service 2. No longer requiring regular access to Amber Lodge. 3. Suspension 4. Extended Leave/Maternity Leave or long-term sickness 5. Competency issues identified in relation to security. 6. Non completion of Annual Security Awareness Training. 7. Failed Annual Security Awareness Training. 8. Any other reasons as identified by the Manager | | |
| **Colleagues name:** | | |
| **Reason** | | **Ward manager signature** |
|  | |  |
| **Date removed from System** | **Security Lead Name** | **Security Lead Signature** |
|  |  |  |