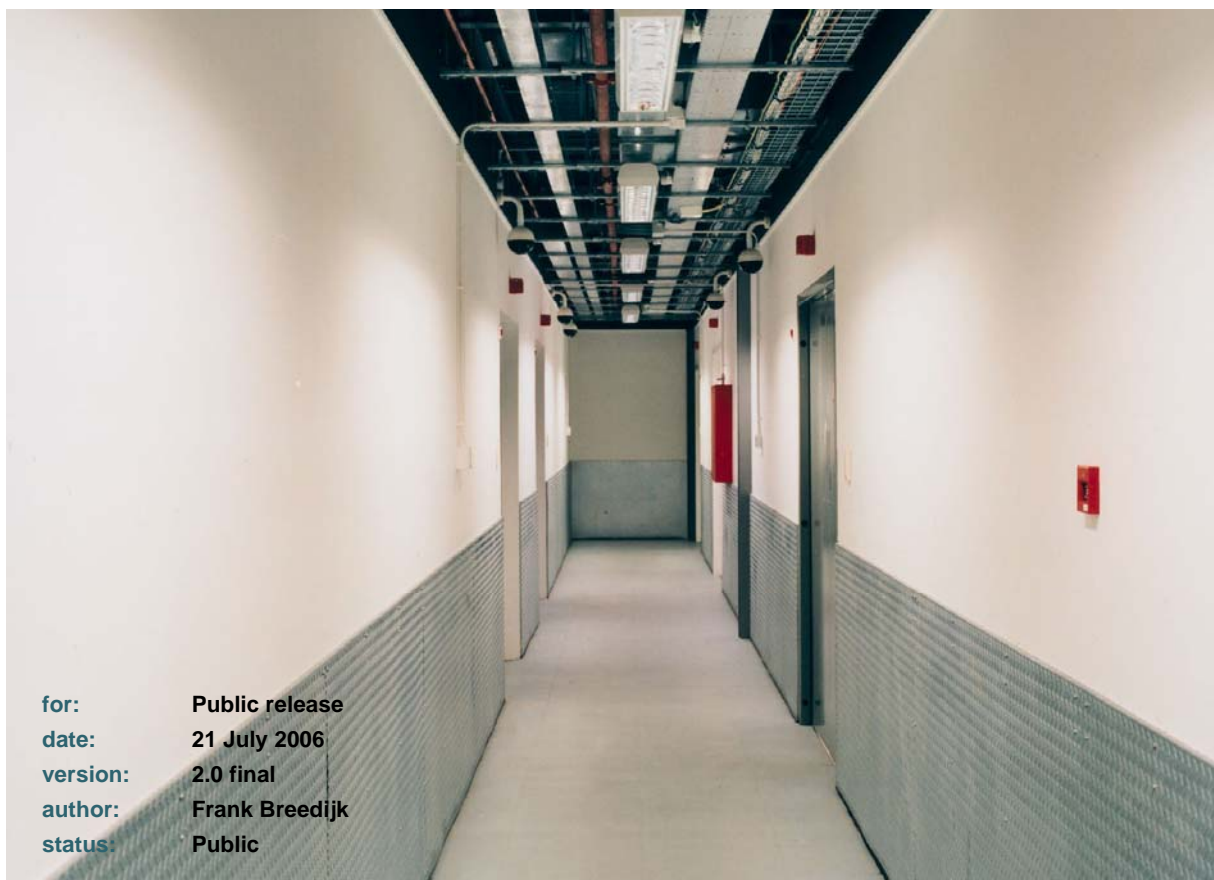


Data center access procedure

Schuberg Philis Physical Data Center Access Procedure



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1 Introduction

The security of our data center is of paramount importance to guarantee our clients a level of security of the highest order, like they expect. The Schuberg Philis reputation is based on the fact that equipment provided by clients is in a secure environment, with a level of security comparable to that of secured government institutions.

Schuberg Philis resides in a specifically designed data center facility. This facility provides camera surveillance and security passes, allowing for restricted and controlled access to any area of the building. The data center is managed on a 24 x 7 basis throughout the year.

2 Rules of conduct

In order to maintain the security and smooth operation of the data center, Schuberg Philis expects all employees, visitors and thirds parties to comply with the "Rules of Conduct" for the data center. The following rules are some highlights:

- Overshoes must be worn inside the data center and removed before leaving the building.
- No eating, drinking or smoking is permitted anywhere in the data center
- Goods can be packed and unpacked in the loading bay only, no packaging material is permitted inside.
- Photography and filming is not allowed inside the data center.
- The use of mobile phones that use the GSM900, GSM1800, DECT or UMTS network is allowed.
- No drilling, welding or other hot, dusty or wet works are allowed.

3 Entry, exit and deliveries

Entry to and exit from the building is only allowed through the main entry opposite the security loge. The special emergency exits may only be used in case of an emergency, all emergency exit doors are alarmed.

Packages can be delivered at the security loge. Security will accept and sign for packages (with the exception of Cash on Delivery). Packages will be registered and placed in a secure area in the loading bay. The addressee can pick up the packages from Security at a later time.

Larger deliveries can be unloaded in the loading bay which will only be opened on one side at a time. As the space in the loading bay is limited, please use it as efficient as possible. Upon the completion of the delivery, the external door will be closed after which the internal door can be opened and the goods can be unpacked and moved into the data center.

4 Site Access Request Procedure

4.1 Proof of identity

Everybody who enters the data center is expected to carry a valid proof of identity. Schuberg Philis accepts the following documents as proof of identity:

- Passport or national identity card with photograph
- Drivers license

4.2 Access card

The doors in the data center are equipped with a card reader which can be operated with a Schuberg Philis access card. For safety and security reasons you should always use your access card to enter and leave the data center.

4.3 Photographic access card

Schuberg Philis personnel and resident Schuberg Philis customer personnel can get a Schuberg Philis access card with photo. This access card gives unrestricted access to the valid areas of the data center.

Schuberg Philis customers are required to sign in at the beginning of their working day and sign out at the end of their working data at the security desk.

4.4 24x7 access list

Schuberg Philis maintains a 24x7 access list for all customers. Persons on this access list are given access to the relevant parts of the facility according to the following procedure:

- To speed up the registration process your are requested to send an email to access@schubergphilis.com with the following details:
 - Your own name and contact details.
 - The name of the person(s) requiring access.
 - The Company(s) of the person(s) requiring access.
 - Suite/cabinets to which access is required.
 - Date access required.
 - Estimated time of arrival.
 - Estimated time of departure.
- Upon arrival, contact the Security desk and provide the details above (if these details have not been sent already) and proof of identity.
- Schuberg Philis will register your request and the number and kind of ID and will request you to sign in.
- You will receive and access card which will give you access to the relevant areas of the data center.
- When you leave the data center again you are kindly requested to turn in your access card and sign out.

This access list is agreed upon at contract signatures. Changes to this access list can be submitted in writing by the agreed list owner.

4.5 Visitors and third parties

Authorised contacts can grand access to visitors and thirds parties following the procedure outlined below:

- Send an email with the access request to access@schubergphilis.com with the following details:
 - Your own name and contact details.
 - The name of the person(s) requiring access.
 - The Company(s) of the person(s) requiring access.

- Suite/cabinets to which access is required.
- Date access required.
- Estimated time of arrival.
- Estimated time of departure.
- Please state if the third party is allowed to access the room unaccompanied.
- Upon receipt of the request, Schuberg Philis will mail back an acknowledgement, including a reference code for the request.
- Upon arrival the visitor or third party should contact the Security desk and provide proof of identity and the reference code.
- Schuberg Philis will register kind of ID and will request the third party to sign in.
- The third party will receive an access card which will give access to the relevant areas of the data center.
- Leaving the data center again the third party is kindly requested to turn in the access card and sign out.

4.6 Special guests

Schuberg Philis can occasionally allow special guests into the data center, Special guests are required to sign in and sign out, but do not get an access card. Special guests are accompanied by a Schuberg Philis employee at all times.

5 Closing remarks

Please note that:

- Visitors without any authorisation will be denied access.
- Visitors without valid proof of identity will be denied access.
- All who enter the data center are bound by the Rules of Conduct.
- For safety and security reasons everybody should always use their access card to enter and leave the data center.
- When the security staff is not in the security loge he/she might be doing their security round through the data center. Please use the intercom in front of the security entry, which is transferred to a mobile phone in order to get access.