

Door panels management

How to fill the door panels

Version 2.2 – October 2025



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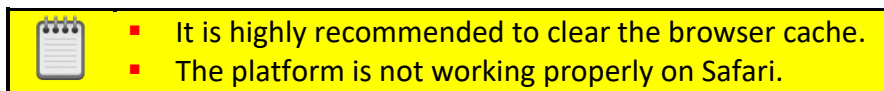
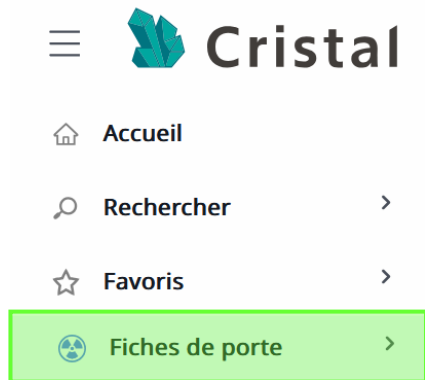
1. Login

"Cristal - Fiche de porte" is the platform that allows the management of the door safety data sheets
<https://cristal.epfl.ch>

Only COSECs can edit the door safety data sheets.

On the home page, on the left side, there is a tab named "**Fiches de porte**" (Door panels) (Fig. 1)

Fig. 1

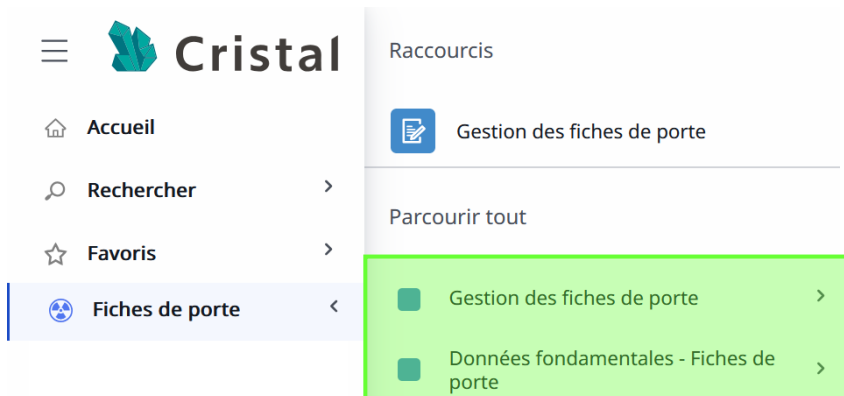


2. "Fiches de porte" tab

Two tabs are visible after clicking "Fiches de Porte" (Fig. 2):

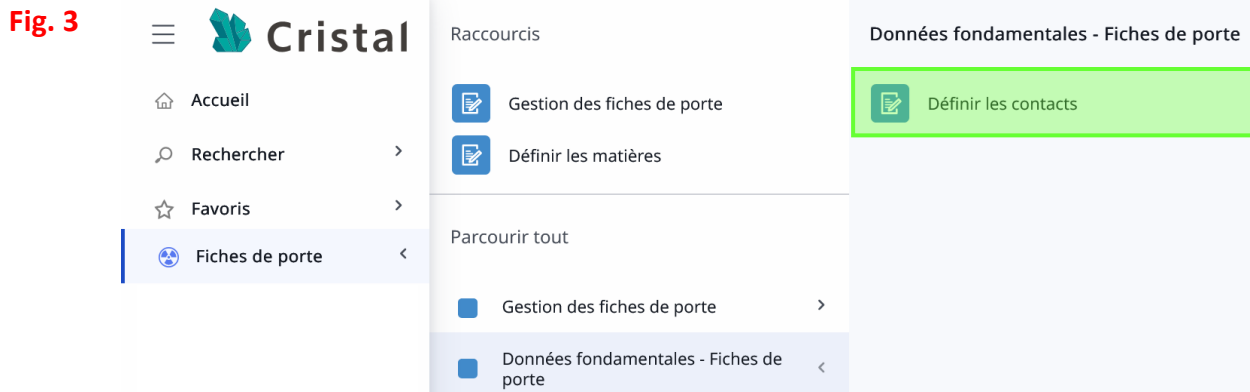
- **Gestion des fiches de porte** (Manage Door Cards).
This tab will be used to create/modify the door panels.
- **Données fondamentales-Fiches de porte** (Background Data- Door panels).
This tab will be used to fill in information for contact people on main pages.

Fig. 2

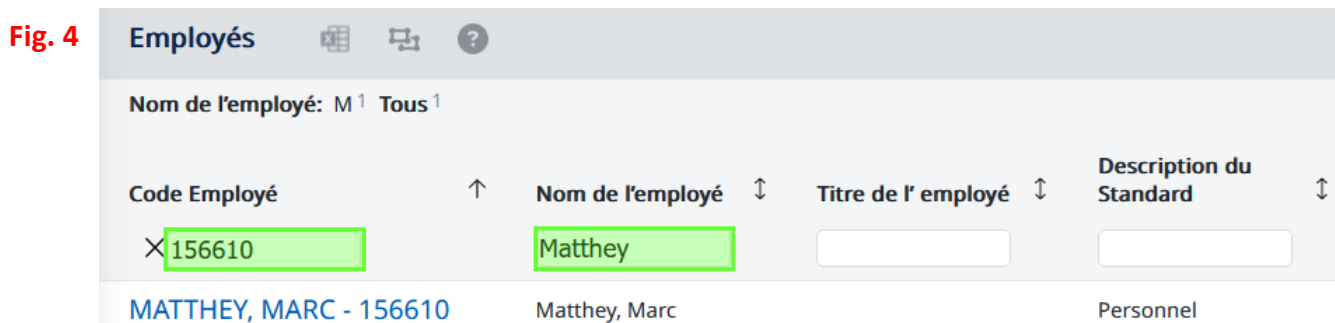


3. Contact information

To fill contact information, click on tab **"Données fondamentales – Fiches de porte"** and after on **"Définir les contacts"** (Define contacts) (Fig. 3)



On the **"Définir les contacts"** page, EPFL employees can be searched using various criteria, including their SCIPER number, surname or email address (Fig. 4)



After searching, click on the name of the person whose information should be updated.

On the **"Contact Info"** (Fig. 5):

- Add mobile phone number.
- Indicate if the person is COSEC and/or unit responsible. Indicate in both fields **"Non" (No)**, if the person is neither COSEC nor unit responsible.
- Click on **"Sauvegarder" (Save)**.

Fig. 5 Définir l'employé

Sauvegarder **Fermer**

Coordonnées

Adresse électronique marc.matthey@epfl.ch

Téléphone - Travail 33864

Téléphone - Mobile

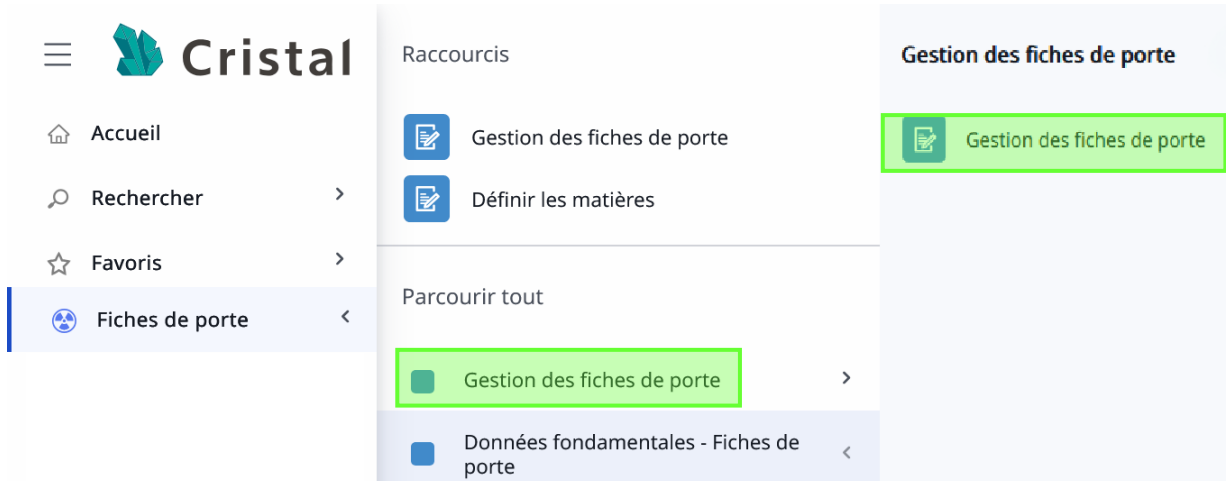
COSEC **Oui** ▼

Responsable d'unité **Non** ▼

Add mobile phone number

4. Hazards information on door panel

To add/modify information on a door panel click on the shortcut "**Gestion des fiches de porte**". It is also possible to click on the tab "**Gestion des fiches de porte**" and after on "**Gestion des fiches de porte**" (Fig. 6)

Fig. 6

The "**Gestion des fiches de porte**" page is divided in three boxes (Fig. 7): "**Zone locaux**" (**Room box**), "**Zone Dangers**" (**Hazards box**) et "**Zone Dangers/Local**" (**Hazard/Room box**).

Fig. 7

Gestion des fiches de porte

Room box

Locaux

CODE Porte: B¹ Tous¹

CODE Porte: bs 190

DIN Libellé S-Type

Titre libre

BS 190

FORMATION CONTINUE

FORMATION CONTINUE

Hazards/Room

Local: dangers associés - BS 190

Nom du produit	Danger	Classe de danger	Quantité	Unités de quantité	Comm
Bactéries	06. Danger biologique	NSB1 (P1-GM)	0		

Hazards box

Recherche de danger

Dangers

- 01. Atmosphère explosive
- 02. Source radioactive non scellée
- 03. Source radioactive scellée
- 04. Radiation ionisante
- 05. Rayonnement Laser
- 06. Danger biologique
- 07. Nanoparticules

4.1 The "Room box"

This box is used to search for the room(s) for which a panel needs to be created or modified. Each COSEC can change the list of rooms displayed automatically by using the funnel symbol (Fig. 8)

Fig. 8

Gestion des fiches de porte

Fiches de porte

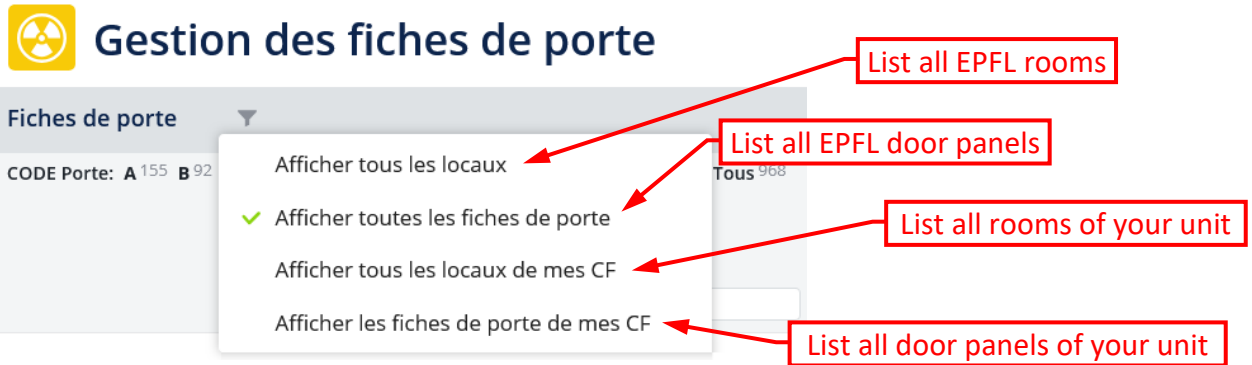
CODE Porte: A¹⁵⁵ B⁹² C¹⁴³ D¹ E³¹ G¹⁸ H¹ I³³ L² M²⁰⁷ P¹⁰⁵ S¹⁴² T³⁸ Tous⁹⁶⁸

You will have the possibility to choose between:

- "Afficher tous les locaux" (the list of all EPFL rooms)
 - "Afficher toutes les fiches de porte" (the list of all EPFL door panels)
 - "Afficher tous les locaux de mes CF" (the list of all rooms affiliated to your unit)
 - "Afficher toutes les fiches de porte de mes CF" (the list of all door panels affiliated to your unit)
- (Fig. 9)

By default "Afficher toutes les fiches de porte" is selected

Fig. 9



Room can be searched using:

- Room number (394, 1119, ...)
- Building name (ME, AI, CH, INM, PPH, ...)
- Zone and floor number (A1, J0, B3, ...)

The list of rooms is displayed according to the chosen criteria (Fig. 10)

Fig. 10



It is important to use the official designation of the rooms, respecting the space between the letters and numbers.

4.2 The "Hazard box"

This section appears after clicking on the room number (Fig. 12)

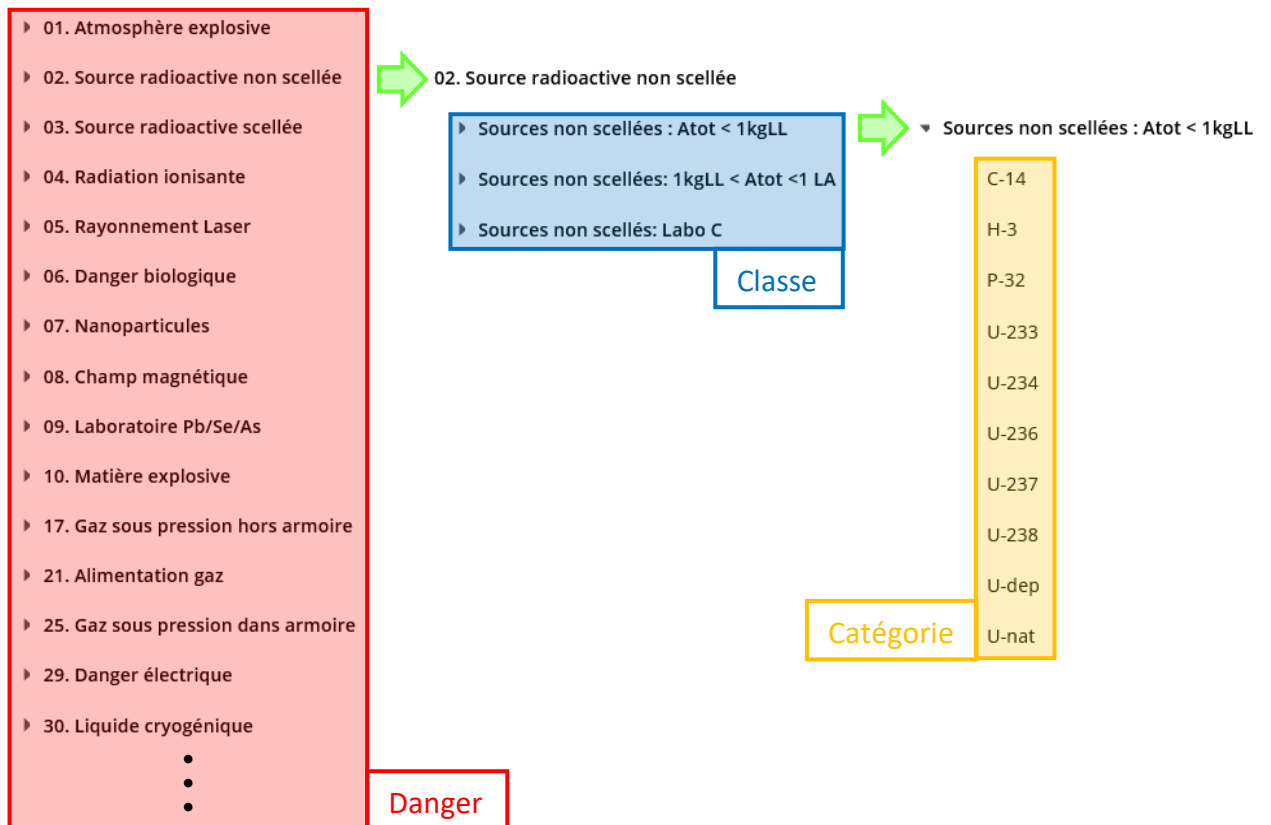
In this section, there is the list of hazards to be chosen to create/modify a door panel.

Each hazard is subdivided into one or more classes.

Each class is then subdivided into one or more categories (see example of the hazard "Source radioactive non scellée" (Unsealed radioactive source) (Fig. 11)

Fig. 11

Dangers



4.3 Procedure to add a hazard in a door panel

To indicate a danger in a door panel:

- Select the room on the **"Room box"** (Fig. 12)
- Select the class hazard category in the **"Hazard box"**
- Drag and drop the chosen category into the **"Hazard/Room box"** (Fig. 12)
- When requested, give the required information and save

Fig. 12

Gestion des fiches de porte

Locaux 🔍 📄 🔄 ?

CODE Porte: B ¹ Tous ¹

×

CODE Porte ↕

bs 190

BS 190

Local: dangers associés - BS 190

Nom du produit ↕	Danger ↕	Classe de danger ↕
Bactéries	06. Danger biologique	NSB1 (P1-GM)

+

Bactérie

Bactéries

Fungi/Levures

Invertébrés

Dangers

- ▶ 01. Atmosphère explosive
- ▶ 02. Source radioactive non scellée
- ▶ 03. Source radioactive scellée
- ▶ 04. Radiation ionisante
- ▶ 05. Rayonnement Laser
- ▼ 06. Danger biologique
 - ▶ NSB1 (P1)
 - ▼ NSB1 (P1-GM)

5. List of hazards and hazards' classes

Table 1 summarizes the hazards and hazard classes available on the platform. In the platform, the names of hazards, classes and categories are written in French. To help non-French speakers, a translation of the terms relating to hazards and hazard classes is available in **Table 1**.

The column "Categories: action" indicates if a category (other than "drag and drop") requires any further information to be given.

Table 1

Hazard (FR-EN)	Hazard class (FR-EN)	Categories: action
1. Atmosphère explosive Explosive atmosphere	ATEX gaz/vapeur ATEX gasses/vapors	Drag and drop category
	ATEX poussières ATEX dust	
2. Source radioactive non scellée Unsealed radioactive source	Sources non scellées: Atot < 1kgLL Unsealed sources: Atot < 1kgLL	Drag and drop category
	Sources non scellées: 1kgLL < Atot < 1LA Unsealed sources: 1kgLL < Atot < 1LA	
	Sources non scellées: Labo C Unsealed sources: C Lab	

Hazard (FR-EN)	Hazard class (FR-EN)	Categories: action
3. Source radioactive scellée Sealed radioactive source	Sources scellées: Atot < 1LA Sealed sources: Atot < 1LA Sources scellées: Atot > 1LA Sealed sources: Atot > 1LA	Drag and drop category
4. Radiation ionisante Ionizing radiation	Radiation ionisante : Zone contrôlée Ionizing radiation: Controlled area Rayons X: Blindage absent X-rays: shielding absent Rayons X: Blindage partiel X-rays: partial shielding Rayons X: Blindage total X-rays: total shielding	Drag and drop category
5. Rayonnement Laser Laser radiation	Laser 1 or 2 Laser 3R Laser 3B Laser 4	Drag and drop category
6. Danger biologique Biological hazard	NSB1 (P1) NSB1 (P1-GM) NSB2 (P2) NSB3 (P3)	Drag and drop category
7. Nanoparticules Nano hazard	Nano 1 Nano 2 Nano 3	- Drag and drop category <u>Indicate the type of particles</u>
8. Champ magnétique Magnetic field	Champ magnétique Magnetic field	Drag and drop category
9. Laboratoire Pb/Se/As Laboratory Pb/Se/As	Laboratoire Arsenic ⁽¹⁾ Laboratory working with Arsenic ⁽¹⁾ Laboratoire Plomb ⁽¹⁾ Laboratory working with Lead ⁽¹⁾ Laboratoire Sélénium ⁽¹⁾ Laboratory working with Selenium ⁽¹⁾	Drag and drop category
10. Matière explosive Explosive compounds	Matière explosive Explosive compounds	- Drag and drop category <u>Indicate the approximate total amount in the room</u>

Hazard (FR-EN)	Hazard class (FR-EN)	Categories: action
17. Gaz sous pression hors armoire Pressurized gas not stored in EI90 cabinet	Comburant Oxidizer	• Drag and drop category • <u>Indicate the number of cylinder(s)</u> • <u>List gas name(s)</u>
	Corrosif Corrosive	
	Inerte Inert	
	Inflammable Flammable	
	Toxique Toxic	
21. Alimentation gaz Distribution (supply) of gas	Comburant Oxidizer	• Drag and drop category • <u>List gas name(s)</u>
	Corrosif Corrosive	
	Inflammable Flammable	
	Toxique Toxic	
25. Gaz sous pression dans armoire Pressurized gas stored in EI90 cabinet	Comburant Oxidizer	• Drag and drop category • <u>Indicate the number of cylinder(s)</u> • <u>List gas name(s)</u>
	Corrosif Corrosive	
	Inerte Inert	
	Inflammable Flammable	
	Toxique Toxic	
29. Danger électrique Electrical hazard <i>Drag this hazard only if terminal and connections may be touched and V>51</i>	Basse tension Low voltage	• Drag and drop category • <u>Indicate voltage</u>
	Haute tension High voltage	
30. Liquide cryogénique Cryogenic liquid	Volume ≤ 30 l	Drag and drop category
	Volume > 30 l	• Drag and drop category • <u>Indicate total volume of fully filled dewar(s)</u>
31. Matière corrosive Corrosive compounds	Quantité < 1 [l, kg] Amount < 1 [l, kg]	Drag and drop category
	Quantité 1 à 5 [l, kg] Amount 1 to 5 [l, kg]	
	Quantité > 5 [l, kg] Amount > 5 [l, kg]	• Drag and drop category • <u>Indicate approximate total amount in the room</u>

Hazard (FR-EN)	Hazard class (FR-EN)	Catégories: action
32. Matière inflammable Flammable compounds	Quantité < 25 [l, kg] Amount < 25 [l, kg]	Drag and drop category
	Quantité 25 à 100 [l, kg] Amount 25 to 100 [l, kg]	
	Quantité > 100 [l, kg] Amount > 100 [l, kg]	- Drag and drop category <u>Indicate approximate total amount in the room</u>
33. Matière comburante Oxidizing compounds	Quantité < 1 [l, kg] Amount < 1 [l, kg]	Drag and drop category
	Quantité 1 à 5 [l, kg] Amount 1 to 5 [l, kg]	
	Quantité > 5 [l, kg] Amount > 5 [l, kg]	- Drag and drop category <u>Indicate approximate total amount in the room</u>
34. Matière toxique / CMR Toxic and/or CMR compounds	Quantité < 5 [g, ml] Amount < 5 [g, ml]	Drag and drop category
	Quantité 5 à 50 [g, ml] Amount 5 to 50 [g, ml]	
	Quantité > 50 [g, ml] Amount > 50 [g, ml]	- Drag and drop category <u>Indicate approximate total amount in the room</u>
35. Surface chaude Hot surface	Surface chaude Hot surface (Refers to temperature of <u>not isolated</u> surface. Not to be used to indicate heating plates)	Drag and drop category
51. Installation sous haute pression High pressure installation Select this hazard only if a high-pressure system is present in the laboratory	Liter • bar > 10 (Do not use for hydraulic presses)	- Drag and drop category <u>Indicate gas name(s)</u>
52. Champ électromagnétique variable Electromagnetic fields	Champ EM variable Electromagnetic fields	Drag and drop category
53. Basse température Low temperature	Basse température Low temperature (Refers to temperate/cold room)	Drag and drop category
54. Bruit Noise	Bruit Noise	Drag and drop category

Hazard (FR-EN)	Hazard class (FR-EN)	Catégories: action
55. Rayonnement optique incohérent Incoherent light source	Infrarouge Infrared	Drag and drop category
	Ultraviolet	
	Visible	
56. Danger mécanique Mechanical hazard	Eléments en mouvement Moving elements	Drag and drop category
58. Batterie	Li: Etot < 100 Wh	• Glisser-déposer la catégorie • Indiquer le nombre de batteries par fourchette d'énergie totale (Etot)
	Li: Etot ≥ 100 Wh	
	Pb: Etot < 100 Wh	
	Pb: Etot ≥ 100 Wh	

⁽¹⁾ Following classification of the hygienists' team

Abbreviations used in the table

Radioactive sources

Atot: Total activity of unsealed radioactive sources

LL: Release limit

LA: Activity above which an authorization is required to handle the sources

Biosafety

BSL: Biosafety level

GM: Genetically modified

Batteries

Li: Lithium

Pb: Lead

Etot: Total energy in the room



Hazard "70. Local technique" was created for operating personnel and should be used only for technical rooms. It is not suitable for describing hazards in laboratories or workshops.

Some hazard classes require a mandatory entry depending on the choice made.

The example below (**Fig. 13**) shows the hazard **Matière inflammable-Quantité >100 [L, kg]** (**Flammable compounds – Amount > 100 [L, kg]**) where it is necessary to enter the quantity (liquid and solid). The sum of liquids and solids must be greater than 100 [L, kg].

In this example an error message appears because the quantity (60 [L]) is below 100 [L, kg].

Fig. 13

 **Gestion des fiches de porte**

Locaux    

CODE Porte: B¹ Tous¹

	CODE Porte	DIN Libellé S-Type	Titre libre
X	BS 190		
	BS 190	FORMATION CONTINUE	FORMATION CONTINUE

Local: dangers associés - BS 190

Valeur au-dessous du seuil pour **32. Matière inflammable - Quantité >100 [L, Kg]**.
Tant que le seuil n'est pas atteint, vous ne pourrez pas générer la fiche de porte !

Nom du produit	Danger	Classe de danger	Quantité	Unités de quantité
X				
Liquide	32. Matière inflammable	Quantité >100 [L, Kg]	60	L

 *Until the mandatory data is correctly entered, it is not possible to generate the door safety data sheet.*

6. Signs and access instructions automatically assigned

Based on hazard classes reported in the "Room hazard box", the platform will automatically assign:

- Hazard pictograms. A maximum of four hazard signs will be displayed on the door panel. If more than 4 hazard classes are present in the "Hazard room box", the system will choose those with higher priority.
- Obligation/Interdiction signs and access authorization.

Table 2 show the list of hazard classes with corresponding signs and instructions.

Table 2

Hazard classes	Automatically assign pictograms						Access authorization
ATEX: gasses/vapours							
ATEX: dust							
Unsealed sources: Atot < 1kgLL							
Unsealed sources: 1kgLL < Atot < 1LA							
Unsealed sources: Labo C							
Sealed sources: Atot < 1LA		No mandatory and/or obligation pictograms automatically indicated					
Sealed sources: Atot > 1LA							
Ionizing radiation: Controlled area							
X rays: Shielding absent							
X rays: Partial shielding							
X rays: Total shielding		No mandatory and/or obligation pictograms automatically indicated					

Hazard classes	Automatically assign pictograms	Access authorization
Laser 1 or 2	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Laser 3R	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Laser 3B	  	
Laser 4	  	
NSB1 (P1)	Hazard pictogram not required  	
NSB1 (P1-GM)	Hazard pictogram not required  	
NSB2 (P2)	   	
NSB3 (P3)	     	
Nano 1	Hazard pictogram not required  	
Nano 2	    	
Nano 3	     	
Magnetic field	 	
Laboratory working with: Arsenic	  	
Laboratory working with: Lead	  	
Laboratory working with: Selenium	  	

Hazard classes	Automatically assign pictograms	Access authorization
Explosive compounds	  	
Oxidizer gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Corrosive gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Inert gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Flammable gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Toxic gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Oxidizer gas Distribution	 No mandatory and/or obligation pictograms automatically indicated	
Corrosive gas Distribution	 No mandatory and/or obligation pictograms automatically indicated	
Flammable gas Distribution	 No mandatory and/or obligation pictograms automatically indicated	
Toxic gas Distribution	 No mandatory and/or obligation pictograms automatically indicated	
Oxidizer gas Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Corrosive gas Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Inert gas Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Flammable gas Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Toxic gas Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	

Hazard classes	Automatically assign pictograms	Access authorization
Low voltage	 No mandatory and/or obligation pictograms automatically indicated	
High voltage	 No mandatory and/or obligation pictograms automatically indicated	
Cryogenic liquid Volume ≤ 30 l	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Cryogenic liquid Volume >30 l	 No mandatory and/or obligation pictograms automatically indicated	
Corrosive Compounds Amount < 1 [l, kg]	Hazard pictogram not required  	
Corrosive Compounds Amount > 1 [l, kg]	  	
Flammable Compounds Amount < 25 [l, kg]	Hazard pictogram not required  	
Flammable Compounds Amount >25 [L, kg]	  	
Oxidizer compounds Amount < 1 [l, kg]	Hazard pictogram not required  	
Oxidizer compounds Amount >1 [l, kg]	  	
Toxic/CMR Compounds Amount < 5 [g, ml]	Hazard pictogram not required  	
Toxic/CMR Compounds Amount > 5 [g, ml]	  	
Hot Surface	 No mandatory and/or obligation pictograms automatically indicated	
High Pressure installation Litres • bar >10*	 No mandatory and/or obligation pictograms automatically indicated	
Electromagnetic fields	  	

Hazard classes	Automatically assign pictograms	Access authorization
Low temperature	 No mandatory and/or obligation pictograms automatically indicated	
Noise	 	
Infrared light source	  	
Ultraviolet light source	  	
Visible light source	  	
Moving elements	 No mandatory and/or obligation pictograms automatically indicated	
Machining	 	
Battery Li: $E_{tot} < 100$ Wh	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Battery Li: $E_{tot} \geq 100$ Wh	 No mandatory and/or obligation pictograms automatically indicated	
Battery Pb: $E_{tot} < 100$ Wh	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Battery Pb: $E_{tot} \geq 100$ Wh	 No mandatory and/or obligation pictograms automatically indicated	

7. Obligation and prohibition pictograms

In addition to the automatically assigned signs, other pictograms can be displayed:

- A maximum of six obligation pictograms (blue circle with a white marking)
- A maximum of six prohibition pictograms (red circle with a backslash)

To add more signs, click on "**XX - Pictogrammes**" in the "**Hazard box**" (**Fig. 14**), choose the pictogram and drag and drop it on the "**Room hazard box**".

Fig. 14

Dangers

XX - Pictogrammes

- Accès interdit aux personnes non autorisées
- Accès interdit aux porteurs d'un stimulateur cardiaque
- Accès interdit aux porteurs de prothèses métalliques
- Bijoux interdits
- Blouse de travail obligatoire
- Casque de protection obligatoire
- Charlotte obligatoire
- Chaussure antistatique
- Chaussures de sécurité obligatoires
- Cheveux longs non attachés interdit
- Combinaison de travail obligatoire

A list of available prohibition and obligation pictograms are described in **Table 3** and **4** respectively.

Table 3

Prohibition pictogram	Description (FR-EN)	Prohibition pictogram	Description (FR-EN)
	Accès interdit aux personnes non autorisées No access to unauthorized person		Accès interdit aux porteurs d'un stimulateur cardiaque No access for people with active implanted cardiac device
	Flamme nue interdite No open flame		Accès interdit aux porteurs de prothèses métalliques No access for people with metallic implants
	Substances inflammables interdites No flammable compounds		Objets métalliques interdits No metallic objects or watches
	Défense d'éteindre avec de l'eau Do not extinguish with water		Utilisation de téléphones portables interdite No activated mobile phones
	Bijoux interdits No jewellery allowed		Cheveux longs non attachés interdit Long untied hair forbidden
	Interdiction de manger ou de boire Food or drink forbidden		

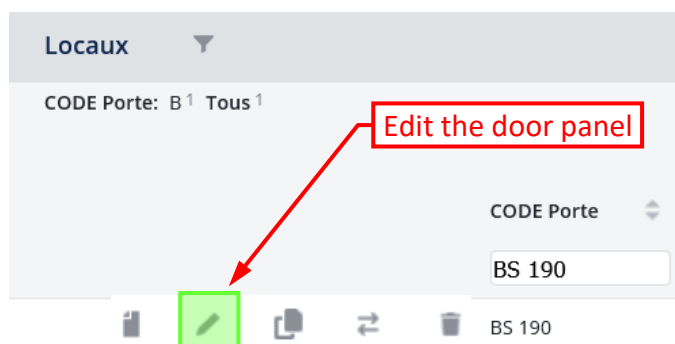
Table 4

Obligation pictogram	Description (FR-EN)	Obligation pictogram	Description (FR-EN)
	Blouse de travail obligatoire Mandatory lab coat		Protège-face obligatoire Mandatory face shield
	Combinaison de travail obligatoire Mandatory protective suit		Protège-face et protection oculaire obligatoire Mandatory face shield and eye protection
	Protection oculaire obligatoire Mandatory eye protection		Gants de protection obligatoire Mandatory protective gloves
	Protection de l'ouïe obligatoire Mandatory ear protection		Casque de protection obligatoire Mandatory protective helmet
	Charlotte obligatoire Mandatory hair cap		Sur-chaussures obligatoires Mandatory over-shoes
	Chaussures de sécurité obligatoires. Mandatory safety shoes		Protection respiratoire obligatoire Mandatory respiratory protection
	Protection des voies respiratoires obligatoire Mandatory airways protection (with a filter cartridge respiratory mask)		Protection contre les chutes obligatoire Mandatory protection against falling
	Port de dosimètre Mandatory dosimeter		Chaussure antistatique obligatoire Antistatic footwear mandatory
	Protection oculaire opaque obligatoire Mandatory opaque eye protection		

8. Create the door panel: contact part and PDF creation

Once hazards have been assigned to a room by drag and drop of the categories, it will be necessary to add information like contact names and create the PDF. To do that, click on the pencil icon as indicated in (Fig. 15)

Fig. 15



A pop-up window will open, and the following information can be added (Fig. 16):

- Unit responsible (**mandatory entry**).
- COSEC name (**mandatory entry**).
- Emergency contacts. **At least one contact person must be indicated**. If more than one person is indicated in the emergency contacts, it is important to define a call priority using the numbering (1, 2, 3, ...) in the "**order**" field.
- Name of the room (it is possible to define the type of work done in the room (ex: Cell culture, Microscopy room, ...))
- If necessary, the type of access for external members of the group (for example cleaning personnel) can be changed.
- Additional information can be added in the specific field.

Fig. 16

The screenshot shows the EPFL OHS portal interface with the following elements and annotations:

- En-tête:** Contains buttons "Sauvegarder" (Save) and "Générer la fiche de porte" (Generate door panel).
- Titre libre:** A text field containing "FORMATION CONTINUE". Annotation: "The name of the room can be changed".
- Menu:** Includes "Contacts", "Contacts en cas d'urgence", "Dangers", "Obligations - Interdictions", and "Accès & informations".
 - Annotation for "Contacts": "Click on 'Contact' to add unit responsible and COSEC".
 - Annotation for "Contacts en cas d'urgence": "Click on 'Emergency contact' to add the name of people to be contacted in case of emergency. Using the numbering (1, 2, 3) define a call priority for emergency people."
 - Annotation for "Dangers" and "Obligations - Interdictions": "No action on 'Hazard' et 'Obligation-prohibition' tabs, these parts have been defined on the 'Room hazards box'".
- Autorisation d'accès:** A dropdown menu currently showing "carré-vert". Annotation: "If necessary, the access authorization can be changed here".
- Informations supplémentaires:** A large text area for additional information. Annotation: "Additional information can be added in this field".
- Warning Box:** A yellow box with a warning icon and text: "The field 'Texte Libre' (Free Title) must be filled and cannot be empty."

A contact (COSEC or responsible) or a "contact en cas d'urgence" (contact in case of emergency) can be deleted by clicking the "trash" icon on the right side of the name.

After adding the requested information, click on "**Sauvegarder**" (Save).

The PDF file can be created by clicking on sur "**Générer la fiche de porte**" (Generate door panel).

In case the panel needs to be created for the first time and there are no hazards in the room, the pencil icon is not visible. In this case, click on the icon "+" to add contacts information and to create the PDF file of the door panel (**Fig. 17**)

Fig. 17

9. Duplicate a door panel

Existing door panel can be duplicated. To do so click on the "duplicate" icon (**Fig.18**).

Fig. 18

A dialog box opens in which you can (**Fig. 19**):

1. Chose the room in which you want to duplicate your door panel.
2. Select the items you want to duplicate.

Fig. 19

Sélection du local **Dupliquer** **Annuler**

Sélectionner le local dans lequel la fiche de porte doit être dupliquée, choisir les informations à dupliquer et cliquer sur dupliquer

CODE Porte
Etage

Bâtiment
Local*

☐ Dupliquer les contacts
☐ Dupliquer les contacts en cas d'urgence
☐ Dupliquer les dangers
☐ Dupliquer les accès & les informations

Open the room selection window

Items to duplicate

After you clicked on the three dots of the field "# Local", the selection window looks like (Fig. 20):

Fig. 20

Sélectionner une valeur - CODE Porte, # Bâtiment, # Etage, # Local

CODE Porte: M⁷ Tous⁷

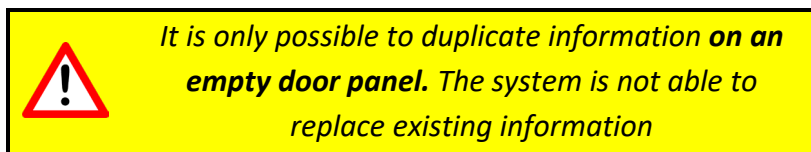
CODE Porte # Bâtiment # Etage # Local

ME A1 391 ME 1 A1 391
 ME A1 392 ME 1 A1 392
 ME A1 393 ME 1 A1 393
 ME A1 396 ME 1 A1 396
 ME A1 397 ME 1 A1 397
 ME A1 398 ME 1 A1 398
 ME A1 399 ME 1 A1 399

Fill The field

Chose the desired room in the list

Once the room is chosen, the system comes back to the previous window. Finish the operation by clicking "**Dupliquer**" (Duplicate)



10. Transfer a door panel

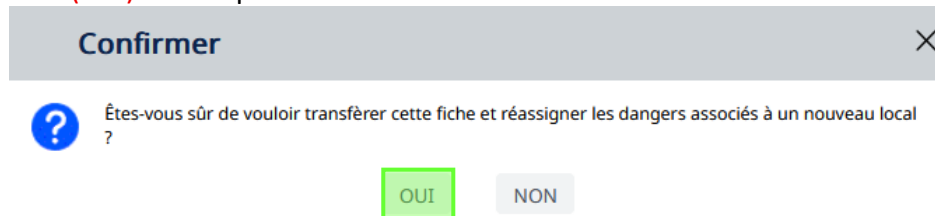
Door panel can be transferred. With this function the information present in the original panel will be automatically **suppressed**. To do so, click on the "**Transfer**" icon with two arrows (Fig. 21)

Fig. 21



The confirmation message asks you if you want to transfer the door panel (Fig. 22). Click on "OUI" (YES) to accept.

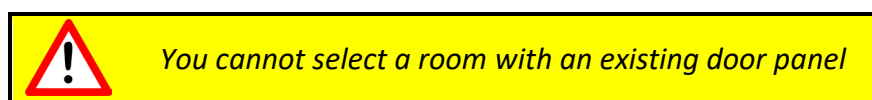
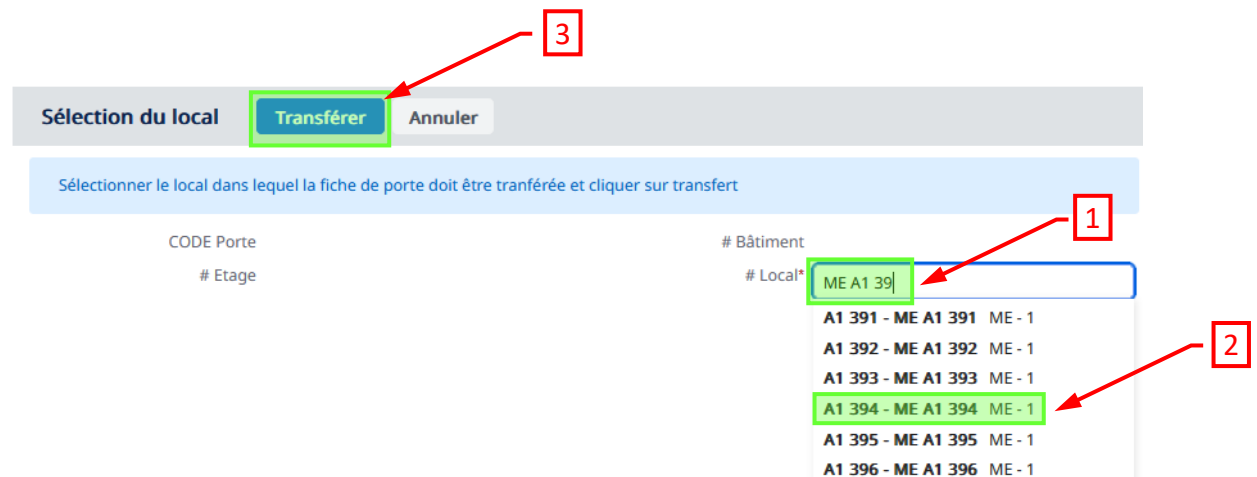
Fig. 22



In the following box, you can do the following operations (Fig. 23):

1. Start to enter the room number (# Local)
2. Chose the room in the proposed list
3. Click on "Transférer" (Transfer)

Fig. 23

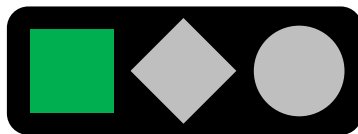


11. Access authorisation

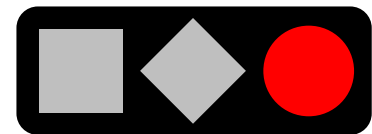
As indicated in chapter 6 and **Table 2**, the Cristal platform will automatically assign the access authorization (**Fig. 24**) based on the hazards indicated on the door panel.

Fig. 24

Autorisation d'accès



Personnel formé uniquement
Trained staff only



Accès interdit
Forbidden access

-  Is automatically assigned when there is no specific authorization to access the room.
-  Indicates that external personnel to the unit must be trained before accessing this room. In this case cleaning personnel need to be trained before getting access.
-  Indicates forbidden access for external personnel to the unit. This means that no cleaning will be carried out by housekeeping personnel.

The authorization access level automatically assigned can be changed in the "**Contact**" panel (see **Fig. 16**).



It is only possible to increase the level of access restriction (i.e. if the system automatically assigns the orange access, it is not possible to change it to the green one)