

Key Control Log

Know how many keys exist and where they are, so you can tell whether a lock genuinely needs changing.

Every key and fob the organisation holds, who has it, and whether it came back.

COUNT THEM OUT, COUNT THEM IN

Keys leave quietly and nobody notices until a lock has to be changed. A register turns that into a question with an answer.

Premises or departmentRegister startedHeld by

Key or fob ID	What it opens	Issued to	Date out	Signed out	Date back	Signed in	Notes

Keys that should existAccounted forUnaccounted forChecked on