

Key Control Register

Know at a glance which keys are out and with whom, and be able to say honestly how many copies of any of them exist.

What keys and fobs exist, who has them now, and what came back. The register at the top is filled in once; the log beneath it takes a line every time something leaves the cabinet.

SIGN IT BACK IN, OR IT IS STILL OUT

A key register only works if a key is signed back in by the route it went out. Record spare copies honestly — a key called unique when three copies exist is worse than no register at all — and date the lock changes, because that line retires every key issued above it.

Premises or site

Register held by

Sheet no.

KEYS AND FOBS HELD

fill in once, then amend as things change

Key / fob no.	Description — door or area	Spare copies	Where kept	Lock changed

ISSUED AND RETURNED

Key / fob	Issued to	Out	Signature out	In	Signature in	Deposit	Notes
no.	name and organisation	date and time		date and time		taken / back	