



## KEY CONTROL AUDIT

1<sup>st</sup> Quarter  
 3<sup>rd</sup> Quarter

2<sup>nd</sup> Quarter  
 4<sup>th</sup> Quarter

Date of Audit: \_\_\_\_\_

Item Inspected	Yes	No	Comments
There is a current master count of all key blanks			
Key blanks are stored in a secure location			
The logbook has documentation where the key control officer has randomly counted the number of keys on a ring each working day			
All keys are numbered			
All keys (except back-up keys) are maintained on a metallic key ring that is tamper proof or soldered/crimped at the joint			
A metal tag, showing the number of keys and the hook number, is attached to each key ring. The metal tags are accurate.			
The personal key rings of <u>all</u> persons entering the secure area of the facility are secured			
Padlocks and padlock keys are accounted for			
There is a list of all employees issued a chit and their chit number			
There is a key chit on the key board's hook for any keys issued on a 24-hour basis			
There is a list of keys issued on a 24-hour basis at the location where keys are issued			
The emergency keys are inspected quarterly			
All locks are operational			
All keys are operational			
<b>WORKING KEY BOARD</b>			
There is a current inventory of the key board that includes the key code number, door number, location of lock, key and lock manufacturer, number of keys on board			
Each hook on the Working Key Board is assigned a number			
Each hook on the Working Key Board has a set of keys, key chit(s), or a metal tag stamped with the working number assigned to that hook			
Only one key set is assigned to each hook on the Working Key Board			
The Working Key Board is checked by the control room operator when reporting for duty and documented in the logbook			
Key chits are used to withdraw working keys, with only one key chit on a hook at any given time			
There is a log of all administrative/white chit use at the location where keys are issued			
Keys are exchanged at the control room for all non-security keys			
If security keys are exchanged at the post, the key chit is exchanged on the key board			
The Working Key Board is locked when not in use			
<b>HIGHLY RESTRICTED KEYS</b>			
There is a current inventory of the key board that includes the key code number, door number, location of lock, key and lock manufacturer, number of keys on board			
Highly restricted key sets are stored in a separate, locked individual storage box. The front of the box is Plexiglas.			
Staff authorized to be issued highly restricted keys are issued an access key to the box on a 24-hour basis.			
Key chits are used to withdraw highly restricted keys			
All key exchange takes place at the control room			
Highly restricted keys are signed in and out using the Restricted Key Log			

BACK UP KEY BOARD			
There is a current inventory of the key board that includes the key code number, door number, location of lock, key and lock manufacturer, number of keys on board			
The key board is in a secure location			
The key to the location of the key board and the key to the key board are issued to the Key Control Officer on a 24-hour basis			
A hook is designated for each facility key			
Duplicate keys to the same lock are displayed on the same hook. Excess duplicate keys that cannot be displayed on the same hook are stored in a secure locked cabinet with an inventory posted at the location.			

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Signature of Auditor

\_\_\_\_\_  
Date