



QUARTERLY EMERGENCY KEY INSPECTION

- 1st Quarter
 2nd Quarter
 3rd Quarter
 4th Quarter

Date of Inspection: _____

Item Inspected	Yes	No	Corrective Action
Emergency key sets contain all keys necessary for complete evacuation of the facility. (If multiple rings are used, the rings must be attached in some way.)			
Emergency keys are stored separately from working keys and highly restricted keys in the control room			
At the location of each lock is a two-inch, color-coded circle			
Each individual emergency key is marked for identification by color codes that match the color code on the door			
Fire door keys (i.e., exit doors) are marked by touch and red color-coding and the corresponding locks are notched to match the respective keys			
Each door is numbered			
Emergency keys are used during all emergency drills			
Emergency keys are all operational			
All locks are operational			
An identical set of emergency keys is maintained in a locked box in a secure location away from, but near, the facility			
There is a current written agreement outlining who has access to the off-site emergency keys and under what circumstances they may be drawn			
The off-site emergency keys are used for all emergency drills			
The off-site emergency keys match the on-site emergency keys			
Off-site emergency keys are all operational			

Signature of Key Control Officer

Date