Date: _____

Building/School: _____

Key Control Administrator_____

KEY CONTROL AUDIT FORM

This form measures compliance with Key Control Procedures OPS-P014 and OPS-P015.

1. All unissued keys and proximity cards are kept in a secure area.
   ☐ Yes   ☐ No

   Comments: Click or tap here to enter text.

2. All authorized employees who have been issued keys, proximity cards, or alarm codes have signed the Key Control Authorization Form (OPS-P013).
   ☐ Yes   ☐ No

   Comments: Click or tap here to enter text.

3. The building Key Control List (POS-F011) is completed with the correct number of keys, proximity cards, and alarm codes authorized to be issued for this building.
   ☐ Yes   ☐ No

   Comments: Click or tap here to enter text.

4. Key Control Administrator understands the procedure for reporting lost/stolen keys, proximity cards, and compromised alarm codes.
   ☐ Yes   ☐ No

   Comments: Click or tap here to enter text.

5. Key Control Administrator understands the procedure for reporting location changes of employees who transfer or who are assigned to a different location.
   ☐ Yes   ☐ No

   Comments: Click or tap here to enter text.

Additional Comments:
Click or tap here to enter text.

Key Control Administrator: Click or tap here to enter text.   Date: Click or tap here to enter text.

Principal/Designee: Click or tap here to enter text.   Date: Click or tap here to enter text.

Building Maintenance Manager: Click or tap here to enter text.   Date: Click or tap here to enter text.