



doorways Key Register

Name of Centre:..... Location:.....

Key Register maintained by:..... Phone:

Key Control Register Guidelines

1. All key holders must return keys to (insert name here.....) when employment/contract ceases.
2. Under NO circumstances are allocated keys to be handed to another person.
3. If a key is lost, damaged or stolen it must be reported to (insert name here & contact phone number.....)
4. If a key is lost please (place local instructions here).
5. By signing for the keys allocated to them, individuals accept the above key holder responsibilities.
6. All unallocated keys are located / retained in the locked key repository.

Local locksmith details:

Company Name:

Address:

Contact:

Ph:

Mob:

Key description	Number	Allocated Unallocated <i>Please Circle</i>	Receiver name & mobile	Date received	Signature	Date returned	Signature
		Allocated Unallocated <i>Please Circle</i>					
		Allocated Unallocated <i>Please Circle</i>					
		Allocated Unallocated <i>Please Circle</i>					



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Key description	Number	Allocated Unallocated <i>Please Circle</i>	Receiver name/mobile	Date received	Signature	Date returned	Signature
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Version Number	Issue Date	Nature of amendment	Developed by	Approved Sign & date