

Ensure key custodian completes a key control register (kept in a Separate location from keys).

Include the following:

- ☐ Activity (A) (Your program, or business name)
- ☐ Page number and number of pages (B)
- ☐ Key Code Number (C)
- ☐ Location (D)
- ☐ Number of Keys Issued (E)
- ☐ Date Issued (F)
- ☐ Issued By (G)
- ☐ Issued To (Signature) (H)
- ☐ Date Returned (I)
- ☐ Received By (J)