[Company name]

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Key Holder Log

[Company name] - [Site / building]

Record every key, fob or access card issued. Update immediately when keys are issued, returned or lost.

Key register

Key / fob ID	Door / area	Holder name	Issued	Returned	Signature
[e.g. K-001]	[e.g. Main entrance]		[date]		

Lost keys

Date lost	Key ID	Holder	Locks changed?	Reported by
			[Yes / No]	

Rule: lost master or external-door keys trigger a lock change or re-code within [24] hours. Record the action above.

Authorised by

Sign-off

Name	Signature	Date