Ashford Business Services Ltd

Key Holder Log

Ashford Business Services Ltd - 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
K-001	Main entrance		9 November 2026		

Lost keys

Date lost	Key ID	Holder	Locks changed?	Reported by
			Yes	

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