

KEY CONTROL POLICY

1. **Authority:** Only the person responsible and accountable for a given area may authorize keys, codes or credentials for that area.
2. **Key, Code and Credential Issue:** All keys, codes or Access credentials are issued by the Key Control Office, with the express written approval of the manager responsible for the area to be accessed. No other person or authority may issue or distribute keys. All personnel are expressly prohibited from going to outside sources for key or credential duplication. Keys, codes or credentials may not be loaned, transferred, or given to any other personnel, except by the Key Control Office.
3. **Security Audits:** From time to time, managers or security staff may perform unannounced key or credential audits. Keys and/or Access Control Credentials that operate doors or portals in this facility will be documented, to update records.
4. **Key, Code and Credential Return:** Upon completion of tenure, transfer, or requirement for access to a given area, the keys and/or credentials must be promptly returned to the Key Control Office, and the office advised of code, key or credential discontinuation.
5. **Penalties:** Personnel transferring, or departing the organization, will not be issued final clearance until the Key Control Office is notified and keys, or credentials are returned. Duplication or possession of an unauthorized key, code or credential, is a security violation.