



# CHECKLIST

## Key Management

The following Checklist is intended to provide general information to assist organisations in managing and minimising the risks associated with loaning keys or electronic access passes. This is not an exhaustive Checklist of all possible controls.

Where the organisation answers the question with a 'no', further investigation of the risk and possible control measures should be determined and implemented.

	Yes	No	N/A	If No, actions required	Date
<b>A. Systems</b>					
1. Has the organisation implemented a key management policy and procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
2. Is the key management policy included in the staff handbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
3. Is the key management policy communicated to staff, visitors, contractors, volunteers and others who may be loaning keys from time to time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
4. Has the organisation implemented a hierarchical key management system? (Explanation: a hierarchical key management system involves keys being provided on an as needs basis i.e. master key to the Parish Priest, shed key to the Maintenance Manager etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
5. Has the organisation developed and implemented a key register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
6. Has the organisation developed an asset register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
<b>B. Storage, labelling and recording</b>					
1. Is the key register reviewed at the end of the day to ensure that keys have been returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
2. Are keys stored in a locked key safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
3. Are keys labelled with a colour or number rather than a location or object?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
4. Are the organisation's keys separated from personal keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__

Yes No N/A If No, actions required Date

**C. Key dispensing**

- 1. Are keys cut by a locksmith who is registered with The Master Locksmiths Association of Australia?    \_\_\_\_\_ / /
- 2. Are building keys registered keys to prevent unauthorised copying?    \_\_\_\_\_ / /
- 3. Are keys dispensed according to a hierarchical system?    \_\_\_\_\_ / /
- 4. Do contractors return keys at the end of each day?    \_\_\_\_\_ / /
- 5. Are staff reminded that loaning keys to other people is strictly forbidden?    \_\_\_\_\_ / /
- 6. Is a key register review undertaken when staff members resign from employment and does management ensure all keys are returned prior to staff leaving?    \_\_\_\_\_ / /
- 7. Is key distribution reviewed annually by management?    \_\_\_\_\_ / /

**D. Lost or stolen keys**

- 1. Have reporting procedures for lost or stolen keys been developed?    \_\_\_\_\_ / /
- 2. Are staff members reminded to report lost or stolen keys to management immediately?    \_\_\_\_\_ / /
- 3. Are locks replaced, re-coded or re-keyed after theft?    \_\_\_\_\_ / /

**E. Other**

- 1. \_\_\_\_\_    \_\_\_\_\_ / /
- 2. \_\_\_\_\_    \_\_\_\_\_ / /
- 3. \_\_\_\_\_    \_\_\_\_\_ / /
- 4. \_\_\_\_\_    \_\_\_\_\_ / /
- 5. \_\_\_\_\_    \_\_\_\_\_ / /
- 6. \_\_\_\_\_    \_\_\_\_\_ / /
- 7. \_\_\_\_\_    \_\_\_\_\_ / /
- 8. \_\_\_\_\_    \_\_\_\_\_ / /

If you would like further information about Key Management, please contact the *risksupport* Helpdesk on:

**1300 660 827**  
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