

Key Issue and Return Register

A key and access-token register with item references, authorised holders, issue and return dates, acknowledgement and missing-item actions.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a custody record, not an electronic access-control system. It does not revoke a token or change a lock when an item is overdue or missing.

ICO guidance says personal information should be relevant, limited to what is needed, kept secure and retained only as long as necessary. Protective security planning should define access responsibilities and procedures. Keep the register within those arrangements rather than sharing access details widely.

2. Access arrangements

Register custodian *

Key control procedure reference

Who may authorise issue and access scope

Access controls and retention arrangements for this record

3. Issues and returns

Key or token (copy this block for each one)

Key or token identifier *

Holder name or staff reference *

Issue authorised by *

Date issued *

Expected return date

Holder issue acknowledgement

Current state * (choose one)

☐ Issued ☐ Returned ☐ Missing ☐ Damaged

Date returned * (if applicable)

Return received by * (if applicable)

Missing or damaged item action and escalation * (if applicable)

4. Reconciliation

Outstanding items and reconciliation result

List unresolved movements with their issue reference and follow-up owner. Avoid recording access codes or unnecessary personal information.

Access cancellation, lock change or other action performed separately

Reconciliation checked by

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.