



Key & Asset Control Register

Track keys, fobs, radios, and controlled assets — issue, return, and discrepancy handling.

SITE

CUSTODIAN / OFFICER

DATE

Shift

☐ Day ☐ Night ☐ Handover

1. Cabinet / store check

Key cabinet / asset store locked when unattended

☐ Pass ☐ Fail ☐ N/A

Register present and legible

☐ Pass ☐ Fail ☐ N/A

Master / grand master keys controlled under dual control

☐ Yes ☐ No ☐ N/A

MISSING TAGS / DAMAGED KEYS NOTED

2. Issue & return log

ASSET / KEY ID	ISSUED TO	PURPOSE	OUT	IN	SIGN

3. Discrepancies

End-of-shift reconciliation

☐ All accounted ☐ Discrepancy

DISCREPANCY DETAILS / ESCALATION

INCOMING CUSTODIAN ACKNOWLEDGEMENT

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	