SOP: Key and Asset Control Guidelines

This SOP details **key and asset control guidelines**, outlining procedures for secure key management, asset tracking, access authorization, loss prevention, and accountability measures. The objective is to safeguard organizational assets and ensure controlled access to sensitive areas, reducing risks of theft, misuse, or loss through standardized monitoring and reporting practices.

1. Purpose

To establish standardized procedures for the management and control of keys and assets, ensuring protection against unauthorized access, theft, or misuse.

2. Scope

This guideline applies to all employees, contractors, and third parties utilizing or managing organization-owned keys and assets.

3. Definitions

- **Asset:** Any physical or electronic property owned, leased, or controlled by the organization.
- **Key:** A physical or digital device providing access to a secured area or asset.
- **Custodian:** Individual assigned responsibility for an asset or key.

4. Procedures

4.1. Key Management

- All keys must be uniquely identified and inventoried using a key log.
- Keys must be stored in a secure, access-controlled location when not in use (e.g., locked key cabinet).
- Issuance and return of keys must be documented with the date, time, key identifier, and signature of both issuer and recipient.
- Duplicating keys without written authorization is prohibited.

4.2. Asset Tracking

- Each asset must be tagged with an identification number and recorded in an asset register.
- Asset inventories must be reviewed and reconciled at least annually.
- Movement or reassignment of assets must be updated promptly in the register.

4.3. Access Authorization

- Access to keys and assets is restricted to authorized personnel only.
- Authorization must be given in writing by department managers or designated officers.
- Temporary access must be documented and revoked immediately after use.

4.4. Loss Prevention and Incident Reporting

- Report lost, stolen, or damaged keys/assets immediately to the Security or Facilities Department.
- Complete a loss/incident report form detailing circumstances and actions taken.
- Unauthorized access incidents must trigger an immediate security review.

4.5. Accountability

- Personnel assigned keys/assets are responsible for their proper use and safeguarding.
- Negligence or misuse may result in disciplinary action and/or liability for damages.
- Regular audits will be conducted to verify compliance with this SOP.

5. Documentation and Records

Maintain the following documentation, in either physical or electronic form:

- Key issue and return logs
- Asset register/inventory lists
- Access authorization records

- Incident/loss reports
- Audit and compliance checklists

6. Revision and Review

This SOP is subject to annual review or as required by organizational or regulatory changes.

7. Approval

Prepared By	Date	Approved By	Date
Name/Title	*YYYY-MM-DD*	*Name/Title*	*YYYY-MM-DD*