

Check list

OK

Lack

Comment

Measure

Routines

Overall responsible for key management is appointed				
Written routines/policies are communicated throughout the organization				
Management and storage of keys in the business meets the requirements of the insurance companies				
Management and storage of keys in the business meets potential clients' expectations and requirements				
Written routines is available to be able to be communicated to all employees in the business				

Access

Staff do not have access to keys that he/she doesn't need in their daily work				
Staff do not have access to keys during times when he/she is not on duty				
Staff in the business do not have "free access" to the premises where the key cabinets is located				
Keys are linked to individual assignments and are returned after completed assignment				
"Sensitive" keys are loaned out permanently and are used in daily operations and/or are stored in cars and homes for example				
A list over which objects are stored in which respective cabinet, are kept inaccessible to unauthorized persons				

Administration

All keys in the organization are under control				
No keys or objects are in operation				
A list of all keys in the business is available				
A list of who in the business shall have access to keys is available				
It is not possible for outsiders to figure out where a key unlocks, based on the labeling				
There is systems to follow up that all loaned keys and objects are returned and at the right time				
We know who took a specific key or object and when he/she took the object (status information)				
We know where a specific person have used a specific key (history)				
A list of which keys and objects are stored in which cabinet is available				
Objects are marked so they can be identified in case they are lost				
Objects are marked with "watching service" in order to be recovered at loss				
There is a standard for the labeling of all objects				

Physical security/Hardware

The shell cover corresponds with the value of the keys in the cabinet				
The shell cover corresponds with the representation of the value of the keys in the cabinet				
The shell cover to the room with the assemblies is adapted according to what values are stored in the room				
Assembly placement makes it impossible to identify through a window for example				
Storage of objects meets the requirements regarding insurance conditions				
Assemblies and/or room are equipped with alarms				
It is not possible to remove a key/object without detecting it				