

Security Key Storage Inspection Checklist

Date:
Inspected by:
Location:

Checklist Items

Item	Yes	No	N/A	Remarks
Are keys stored in a secured, designated location?				
Is access to keys restricted to authorized personnel?				
Is there an up-to-date key inventory log?				
Is there a procedure for issuing and returning keys?				
Are lost or stolen keys reported and documented?				
Is the storage area free of unauthorized objects?				
Are key cabinets/safes locked when not in use?				
Are duplicate keys stored separately and securely?				

Additional Notes or Observations

Inspector's Signature