



# **ONCHAN DISTRICT COMMISSIONERS**

AIM: To give guidance on the issue of keys in the Authority's possession, return, monitoring and auditing.

## KEY HOLDER POLICY AND PROCEDURE

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Policy Date: August 2023  
Review Date: August 2026



# ONCHAN DISTRICT COMMISSIONERS

## KEY HOLDER POLICY

### Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
July 2020	New	District Surveyor	3
Board Ratification:			10/08/2020

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	1707/20	New Document
2.	24/08/23	Updated



## ONCHAN DISTRICT COMMISSIONERS KEY HOLDER POLICY

### 1. PURPOSE

The purpose of this Policy is to define the rules governing the issue, return and monitoring of keys that are used by Onchan District Commissioners Employees and Contractors.

Keys are issued for the purpose of accessing restricted areas in the ownership of the Authority to carry out works and services.

### 2. DEFINITIONS

<b>The Authority</b>	- Onchan District Commissioners;
<b>The Site</b>	- Any land, buildings or facilities owned and operated by the Authority;
<b>Keys</b>	- keys and access cards;
<b>Master Key</b>	- suited key(s) that access more than one restricted area;
<b>Contractors</b>	- Contractors and Agency Personnel that have been approved to work for the Authority;
<b>Key Monitor</b>	- the person responsible for ensuring keys are returned and keys are used in accordance with this Policy;
<b>Key Holder</b>	- Employees of the Authority, Contractors and Agency Personnel.

### 3. PROCEDURE

- 3.1** The overall responsibility for the issuing of keys resides with the District Surveyor and upon completion of the Key Holder Agreement detailed at Appendix 1;
- 3.2** Keys must only be used for work and purposes that have been authorised by the Key Monitor;
- 3.3** Restricted access areas will be restricted to those with authorisation. The key is issued only for the Key Holder's sole use and it must not be loaned or otherwise provided for the use of anyone else under any circumstances;

- 3.4** Key Holders must show their identification on request;
- 3.5** Keys will not be issued if the Key Holder does not have the correct authorisation;
- 3.6** Improper use of the Authority's keys will be reported to the Department Head and may result in the person(s) being removed as a Key Holder in the system and/or other Disciplinary/Police action;
- 3.7** Loss of keys must be reported immediately to the Property Maintenance Manager. If incurred by a Contractor they may be charged for the cost incurred in changing locks or obtaining replacement key(s);
- 3.8** Keys are individually numbered, signed and dated for by the recipient. When a key is returned it will be signed and dated back in the Key Log by a member of the Surveyors Team.
- 3.9** Master Key(s) when returned will be signed and dated back by the District Surveyor.

#### **4. KEY HOLDER – TERMS AND CONDITIONS**

The Key Holder agrees to and will abide by the following terms and conditions:

- 4.1** The key(s) will remain the property of the Authority;
- 4.2** The Key Holder will keep the key(s) in their possession or in a safe place.
- 4.3** The Key Holder is responsible for any abuse or damage caused by the use of their key.
- 4.4** The Site is to be left secure at all times when the Key Holder leaves the Site;
- 4.5** The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to;
- 4.6** No copies of the key(s) are to be made under any circumstances;
- 4.7** Key(s) cannot be transferred to a third party under any circumstances;
- 4.8** The Authority reserves the right to withdraw the key(s) without reason;
- 4.9** The Key Holder must return a Master Key upon cessation of employment.

## ONCHAN DISTRICT COMMISSIONERS KEY HOLDER AGREEMENT

Name:	
Company:	

The Key Holder agrees to and will abide by the following terms and conditions:

1. The issued key(s) will remain the property of the Authority;
2. The key(s) are issued only for the Key Holder's sole use and must not be loaned or otherwise provided to the use of anyone else under any circumstances;
3. The Key Holder will keep the key(s) in their possession or in a safe place;
4. The Key Holder is responsible for any abuse or damage caused by the use of their key(s);
5. The Site is to be left secure at all times when the Key Holder leaves the Site;
6. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to;
7. No copies of the key(s) are to be made under any circumstances;
8. The key(s) are not permitted to be transferred to a third party under any circumstances.

**Key Issued:**

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**Key Holder:**

Signature:	
Name:	
Date:	

**Approved on behalf of the Authority:**

Signature:	
Name:	
Position:	District Surveyor
Date:	