

KEY TRACKING LOG

AS OF: ____/____/____

Department Name: _____

Department Head: _____

Designated Key Control Person: _____

Employee Name:

*** Key Numbers Assigned**

Total Number of Keys: _____

This log represents an accurate account of the distribution of keys within my area of responsibility:

Department Head

Date

** Key numbers are stamped on the face of the key.
Enter all numbers shown on the key.*