

STANDARD OPERATING PROCEDURE	CODE: IV - 003		PAGE: 1 of 3
	EFFECTIVE:		UPDATE NO.: 0
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:	STORE KEY CONTROL	

OBJECTIVE:

To establish procedures of controlling the key of the storeroom to ensure the safety of stored goods

POLICY:

1. All storeroom keys should be manufactured in such a way that duplication is impossible or difficult.
2. During off duty hours, all storeroom keys should be sealed in an envelope and maintained at the security office.
3. All storeroom keys should be handled by storeroom personnel and the Security Officer in accordance with the procedures described below. The Storekeeper is responsible for keeping the storeroom keys in a secure place during on duty hours.

PROCEDURE:

1. All storeroom keys should be made in such a way that duplication is not possible or difficult in order to safeguard stored assets of the hotel. Storeroom key types should be different from those of grand master keys for guest rooms.
2. A list of personnel who are authorized to receive keys of their own should be kept along with sample signatures at the security office.
3. All receipt and return of keys should be recorded on a key control logbook, permanently kept at the security office. The following information should be included:
 - Date
 - Name of the storeroom

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For receiving time (at the beginning of the working day):

- Name and signature of the person taking out the key (from designated list only)
- Time of the key handover

For returning time (at the end of the working day):

- Name and signature of the person who received back the key into custody
 - Time of the key handover
4. All storeroom keys should be kept in a locked box at the security office. Keys should be enclosed in an envelope and sealed by the storeroom personnel who locked the storeroom. The back of the envelope should be initialed over the seal section. When taking back the keys the next working day, the Storekeeper should verify that the envelop seal has not been broken.
 5. In the case where the seal has been broken, the Storekeeper should ascertain from the key control logbook that the key was used and reported. When opening and entering the storeroom, he will check for any theft.
 6. The Security Officer should pay special attention to any personnel who request keys for a storeroom for which they are not responsible and/or any request outside of normal office hours.
 7. When a Storekeeper leaves the employment of the hotel and if the keys may be duplicated, keys should be replaced or the combination of the cylinder changed.
 8. The maintenance staff or the Security Officer should not be allowed to open and enter into the storeroom for any reasons such as checking equipment or patrolling. Hotel management should plan the storeroom layout and measuring equipment installation so that access to the storeroom by personnel other than storekeepers is not required for these purposes.

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Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date