



**ONCHAN
DISTRICT
COMMISSIONERS**

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

KEY HOLDER POLICY

Policy Date: July 2020
Review Date: July 2023



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



ONCHAN DISTRICT COMMISSIONERS KEY HOLDER POLICY

1.1 Purpose

The purpose of this policy is to define the rules governing the issue, return, monitoring and auditing of keys that are required by Onchan District Commissioners' staff and Contractors.

Keys are issued for the purpose of accessing areas to carry out works and services in the Authority's buildings.

The purpose of this policy is to ensure consistency is applied in allowing the use of Onchan District Commissioners' premises by setting out the criteria to be considered when deciding whether to allow accommodation to be used by other Departments or external organisations.

Department Managers will be provided with guidance on the practicalities associated with property usage.

1.2 Scope

For the purposes of this policy:

- "the Authority" means Onchan District Commissioners.
- "the site" means any Land, Buildings or Facilities owned and/or operated by the Authority.

1.3 Definitions

Keys – for the purpose of this policy, swipe card is also implied when referring to a key.

Contractors – include contractors, subcontractors and agency personnel that have been approved to work for Onchan District Commissioners.

Approved Contractors – is a contractor that has been approved by Onchan District Commissioners.

Key Monitor – is the person responsible for ensuring keys are returned on the due date and keys are used in accordance with the policy. For external contractors it is the relevant Facility Manager and for Commercial Bookings it will be the Assistant Finance Manager.

Restricted Area Authorisation – This is authorisation given to staff and/or approved contractors trained in the necessary training to work in restricted areas.

Issuer – Property Maintenance Manager.

Key Holder – Employees of Onchan District Commissioners and its subsidiaries and approved contractors

1.4 Policy Content

1. Keys will only be issued to Key Holders. The issued key(s) will remain the property of the Authority.
2. Overall responsibility for the issue of keys resides with the District Surveyor and upon completion of the Key Holder Agreement detailed at Appendix 1.
3. Keys must only be used for work and purposes that has been authorised by the Key Monitor.
4. 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.
5. Key Holders must show their identification on request.
6. Keys will not be issued if the Key Holder does not have the correct authorisation.
7. Improper use of the Authority's keys will be reported to the Department Head and may result in being removed as a Key Holder in the system and/or other disciplinary action.
8. Under no circumstances is the Key Holder permitted to pass their issued key(s) to anyone other than the Administration Office Staff.
9. Loss of keys must be reported immediately to the Property Maintenance Manager. If incurred by external contractors or hirers they may be charged for the cost incurred in changing locks.
10. Master Suite keys are individually numbered, signed and dated for by the recipient. When the key is returned it will be signed and dated back in the Key log by a member of the Surveyors Team.

1.5 Key Holder – Terms and Conditions

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

1. The Key Holder will keep the key(s) in their possession or in a safe place.
2. The Key Holder is responsible for any abuse or damage caused by the use of his/her key.
3. The site is to be left secure at all times when the Key Holder leaves the site.
4. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them.
5. No copies of the key(s) are to be made under any circumstances.

6. Keys cannot be transferred to a third party under any circumstances.
7. Use of the site is entirely at the Key Holders risk and the Authority will not accept any liability for personal injury or property damage caused to either the Key Holder or a person under their responsibility.
8. Behaviour that could potentially cause damage or injury to others is strictly prohibited.
9. Use of the site when under the influence of alcohol or substance abuse is strictly forbidden and the Key Holder will be asked to return the key(s) and leave the site immediately.
10. The Authority reserves the right to withdraw the key(s) without reason at any time.
11. The Key Holder may terminate this agreement without reason, giving the Authority, 7 working days notice.
12. The Key Holder must return the key upon cessation of employment to the Issuer.
13. The Key Holder must return the key upon termination of any contracted works to the Issuer.

ONCHAN DISTRICT COMMISSIONERS KEY HOLDER AGREEMENT

For the purposes of this agreement:

- “the Authority” means Onchan District Commissioners.
- “the site” means any Land, Buildings or Facilities owned and/or operated by the ODC.

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 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. 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 his/her key.
5. The site is to be left secure at all times when the Key Holder leaves the site.
6. Rubbish or recycling must be placed in the appropriate bins. If items are too large to fit in the bins then it must be removed from the site by the Key Holder and at their expense.
7. Noise must always be kept to a minimum.
8. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them.
9. No copies of the key(s) are to be made under any circumstances.
10. Keys cannot be transferred to a third party under any circumstances.
11. Use of the site is entirely at the Key Holders risk and the Authority will not accept any liability for personal injury or property damage caused to either the Key Holder or a person under their responsibility.
12. Behaviour that could potentially cause damage or injury to others is strictly prohibited.
13. Use of the site when under the influence of alcohol or substance abuse is strictly forbidden and the Key Holder will be asked to return the key(s) and leave the site immediately.
14. The Authority reserves the right to withdraw the key(s) without reason at any time.
15. The Key Holder may terminate this agreement without reason, giving the Authority, 7 working days notice.

Key Issued:

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Key Holder:

Signature:	
Name:	
Date:	

Approved on behalf of Onchan District Commissioners:

Signature:	
Name:	
Position:	
Date:	