Your Lost Key and Fob Checklist

Use this the moment a key, fob or remote is reported missing.

Site / branch _____ **Date reported** _____

Item(s) missing _____ **Reported by** _____

	ACTION	DONE BY	DATE
☐	Confirm what's missing, who held it and when it was last seen		
☐	Check the key register: which doors, grilles or shutters does it open?		
☐	Delete lost fobs, cards and shutter remotes from the system		
☐	Make sure affected openings can be secured tonight		
☐	Book cylinder changes or rekeying for affected locks		
☐	Order replacement barrier keys through your authorised supplier only		
☐	Tell your broker if your policy requires it		
☐	Update the key register and keyholder list		
☐	Recover keys from any leavers or contractors at the same time		
☐	Review: would different keying or barriers reduce the impact next time?		

Notes / follow-up actions