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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENTAL KEY POLICY

Version 2  
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**DEPARTMENTAL KEY CONTROL POLICY**

**Version 2**

**KEY CONTROL POLICY**

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**DEFINITIONS AND ACRONYMS**

"Access Control"	The process by which access to a particular area is controlled or restricted to authorised personnel only. This is synonymous with controlled access.
Key custodian	Person responsible to keep appropriate records of keys and logs all matters related

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	to key issues
Key	Metal instrument by which the bolt of a lock is turned or a means of gaining or preventing entrance, possession or control
Combination lock	A lock that will open only when its dial is turned through a predetermined sequence of positions identified on the dial face by numbers or letters
"Assets"	Means material and immaterial and intellectual property of an institution. Assets include, but are not limited to information in all forms stored on any media, network or systems or material, real property, financial resources, employee trust, public confidence and international reputation.
"Classification"	The process whereby all official matters exempted from undue disclosure are labelled Confidential, Secret or Top Secret.
"Department (DRPW)"	Department of Roads and Public Works, Northern Cape Province.
"Document"	In terms of the Protection of Information Act, Act 84 of 1982, a document is any note or writing, whether produced by hand or by printing, typewriting or any other similar process, any copy, plan, sketch or photographic or other representation of any place or article or any disc, tape, card,

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	perforated roll or other device, in, or on which sound or any signal has been recorded for reproduction.
"Document Security"	Means the application of security measures in order to protect classified / sensitive documents.

**1. INTRODUCTION**

The key control policy describes the goals of the department with key control and outlines the basic rules that employees must follow when using the department's key.

**2. APPLICABLE LEGISLATIVE**

- 2.1 Control of Access to Public Premises and Vehicles Act, Act No. 53 of 1985.
- 2.2 Protected Disclosures Act, Act No. 26 of 2000.
- 2.3 Criminal Procedure Act, Act No. 51 of 1977, as amended.
- 2.4 Private Security Industry Regulations Act, No. 56 of 2001.
- 2.5 Protection of Information Act, Act No. 84 of 1982.
- 2.6 Promotion of Access to Information Act, Act No. 2 of 2000.
- 2.7 Promotion of Administrative Justice Act, Act No. 3 of 2000.
- 2.8 National Archives of South Africa Act, Act No. 43 of 1996.

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- 2.9 Occupational Health and Safety Act, Act No. 85 of 1993, as amended.
- 2.10 Constitution of the Republic of South Africa, Act 108 of 1996, Section 36
- 2.11 Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004.
- 2.12 Public Finance Management Act, Act No.1 of 1999 and Treasury Regulations.
- 2.13 Minimum Information Security Standards (MISS), Second Edition March 1998.
- 2.14 Section 38(1)(a)(i) of the Public Finance Management Act, 1999 (Act No. 1 of 1999) details the responsibilities of the Accounting Officer as follows:

“The accounting officer of the department, trading entity or constitutional institution must ensure that the department, trading entity or constitutional institution has or maintains effective, efficient and transparent system of financial and risk management and internal control.”

**3. OBJECTIVE**

The objective of the key control is to exercise key control in order to maintain a safe and secure office environment for effective service delivery.

**4. INFORMATION NEEDED TO IMPLEMENT A KEY CONTROL SYSTEM**

- Location of key cabinet.
- Number of keys in each cabinet.
- Method of marking or tagging keys
- Method of control

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- Procedure when keys are lost or stolen
- Assignment of responsibility of keys
- Availability of emergency keys
- Other control measures

**5. RESPONSIBILITIES OF KEY CUSTODIAN**

- 5.1 Drafting of key control policy/procedure.
- 5.2 Establishment of key registers.
- 5.3 Compiling of all routing letters and reports with incidents and investigations.
- 5.4 Storage of locks and keys.
- 5.5 Managing of the keys.
- 5.6 Maintaining of records with locks and keys.
- 5.7 Investigation loss of keys reported and discovered.
- 5.8 Regular inspections.
- 5.9 Record keeping of statistics including:-
  - 5.9.1 Number of duplicate keys cut and issued on a monthly basis and reason why.
  - 5.9.2 Number of padlocks cut on monthly basis and reason why.
  - 5.9.3 Duplication of combinations.

**6. AIM OF KEY CONTROL POLICY**

- 6.1 Implement a systematic approach for the use of locks/keys for security purposes.



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- 6.2 Assign specific responsibilities for the development of a secure locking system.
- 6.3 Emphasize the responsibility of employees to safeguard keys.

**7. KEY DISTRIBUTION**

- One central office where authorized key holder receive key in person.
- Transaction should be in writing with the key holder signing a register to verify receipt of the key.

**8. KEY CONTROL PROCEDURES**

- 8.1 The following key control procedures must be implemented:-
  - 8.1.1 The key custodian keeps appropriate records and logs of all matters relating to the issuing of the key.
  - 8.1.2 All requests for duplicate keys or opening of office doors will only be issued on written request and authorization by the Responsible official.
  - 8.1.3 Such keys should not be issued for personal retention or removal from the institution/department.
  - 8.1.4 Keys must be stored in a fireproof or secure container (preferably in the Control Office).
  - 8.1.5 Container must be kept under supervision.
  - 8.1.6 Careful and strictly supervised record of all keys issued must be kept.
  - 8.1.7 Access list for persons authorized to draw keys to classified storage facilities must be maintained in key storage containers.
  - 8.1.8 Key containers must be inspected on a continuous basis.

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- 8.1.9 Key depository for securing keys during non-working hours should be centrally allocated.
- 8.1.10 Duplicate keys are only used to open and lock offices for a temporary and limited to a day only.
- 8.1.11 Keys should be counted, verified against entries in relevant registers and signed for at the beginning of each working day.
- 8.1.12 In the event of an official losing office keys, the incident will have to be reported to the Security Manager and the official will be held responsible for the expenditure incurred by the department for replacing such key/s.
- 8.1.13 Where lost keys provide access to sensitive areas, the lock should be changed.
- 8.1.14 All keys should be physically inspected periodically to ensure that they have not been lost.
- 8.1.15 Implementation of master key system must be well planned; master key must be controlled and secured at all times.

**9. KEY ACCOUNTING PROCEDURES**

- 9.1 Require that an inventory of all keys be posted inside the key container.
- 9.2 The keys must be counted when changes occur. (Handover/takeover)
- 9.3 The number of keys remaining in the cabinet and the number still signed out on the key receipt record must agree with the authorized inventory.
- 9.4 Bound registers used for record keeping will enhance the key accounting procedure.

**10. PERMANENT RECORDS**

- 10.1 Records need to be maintained in the following manner:
  - Locks by number

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- Indicating the location of the lock (office building).
- Key combination.
- Date of last lock or code change.
- Reasons why the lock was changed.

**10.2 Keys by number.**

- Location of each key.
- Type and key combination of each key.
- Record of all key accounted for.

**11. MAIN PRINCIPLES OF A SECURE LOCK & KEY CONTROL SYSTEM**

- Combinations or keys should only be accessible to those persons whose official duties require access to the keys.
- Constant key control supervision must occur.
- More frequent rotation of padlocks may be required in certain instances.

**12. MONITORING AND EVALUATION**

The Security Manager, with the assistance of the security component and the Security Committee of the Department of Roads and Public Works ensure compliance with this key control policy by means of conducting internal key control audits and inspection on a frequent basis.

It is the responsibility of the Security and Records Management to have a full control of the office keys and the spare keys. In the case of the District Offices and the District Manager has to appoint the key custodian of those offices and will be responsible of the safe keeping of the spare keys of that particular building or office.

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If the officer goes on leave, a handing over certificate will be signed by him/her and the Officer taking over.

The policy applies only to the office keys and does not apply to the vehicle keys.

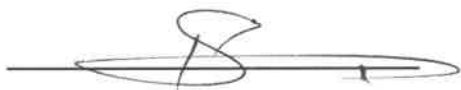
**13. DISCIPLINARY ACTION**

Any disciplinary action taken in terms of non-compliance with this policy will be in accordance with the disciplinary code/directives of the Department.

**14. POLICY REVIEW**

This policy shall be assessed ever five [5] years from the effective date to determine its effectiveness and appropriateness.

Approval and Recommendations:



**Accounting Officer**

05.03.2019

**Date of approval**

**Head of Department**

**NC Department of Roads and Public Works**