

**Allegheny County Airport Authority
Airport ID Badge Office**

TENANT KEY CONTROL AUDIT

Please complete the following audit form making sure to include all departments within your company. Please return to Airport ID Badge Office no later than this date: **November 9, 2018.** **If your company has access to multiple buildings, provide a separate form for each building.**

Company name: _____ Building number: _____

Name of individual completing audit: _____

Phone number: _____ Date: _____

How many controlled doors provide direct access to the Air Operations Area within your facility?

How many key controlled doors provide direct access to the Air Operations Area within your facility?
(Include electronic key controlled doors i.e. Company ID, Proximity cards: _____)

Number of keys cut: _____

Number of keys distributed: _____

Number of keys stored: _____

Number of keys stored in Knox Box: _____

Number of keys unaccounted for: _____

What was the estimated date of the last time your facility was re-keyed? _____

Cyber key's issued to employees: _____

For controlled doors with direct access onto the Air Operations Area that do not require a key for access, please describe in detail there location and control procedure (attach map of facility's door locations):

**Allegheny County Airport Authority
Airport ID Badge Office**

TENANT KEY CONTROL AUDIT

Provide a list of Employees who have been issued a key to doors providing direct access to the Air Operations Area. **NOTICE:** Beginning November 2018, all keys providing AOA access must have a unique identifier on each copy key to distinguish ownership. (Ex. AD3-1, AD3-2, etc.) and marked to prohibit duplication (Ex. "DO NOT DUPLICATE").

NAME:

KEY Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____