Key/Access Card Sign-Out Log

Safety & Compliance

MONTH	BUILDING / SITE	LOG MAINTAINED BY

	1	2	3	4	5	6	7	8	9	10
Key / Card ID										
Area or door access										
Issued to (name)										
Company / Dept										
Date / Time out										
Purpose										
Authorised by										
Date / Time returned										
Received by										

Notes

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This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.

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