

Car Key Register: Key Sign-Out Log for Company Vehicles

Every time a vehicle key leaves the cabinet, write one line. The key is signed out to one named employee and signed back in when it returns.

Site / key cabinet	
Month / year	

#	Date	Key tag no.	Vehicle (plate)	Key type	Issued to (name)	Emp. ID	Purpose / booking ref.	Time out	Due back	Signature out	Issued by	Time in	Signature in	Received by	Condition / notes
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															

Key types: M main key · S spare key · F smart key or fob · C key card. Overdue: a key not back by the “due back” time is chased the same day.

Key control rules

1. Keys are issued only against a booking or an approved vehicle request. 2. One key, one named employee: never pass a key to a colleague; return it and sign it out again. 3. Check the key tag against the plate before you hand it over. 4. A lost key is reported at once on page 2; the fleet office decides whether the lock or immobiliser must be reprogrammed. 5. End of day: every key is either on its hook or signed out on this register.

A Key inventory

Key tag no.	Vehicle (make and model)	Plate: emirate, code, number	Key type	No. of keys	Hook / location	Spare key kept at	Notes

B End-of-day key count

Date	Keys in inventory	Keys on hooks	Keys signed out	Missing (inventory – hooks – out)	Action if missing	Checked by	Signature

C Lost or damaged key report

Date	Key tag no.	Vehicle (plate)	Last holder	What happened	Action taken	Cost (AED)	Approved by

Action taken: spare key used · new key made · lock or immobiliser reprogrammed · key found.