



Policy 11

Keys and Gate Fobs

Introduction

A number of people have been allocated a key to provide access to the club. The TBA wants to ensure that security is maintained and that only those officially allocated a key have them.

Purpose

This Policy provides the guidelines managing to allocation of keys for access to the club.

Scope

This policy applies to key that provides access to the club rooms.

Policy

- Only those people allocated with a key to the club rooms may use it.
- Permanent keyholders will include but, not be limited to the following
 1. Members of the Executive
 2. Directors
 3. TFOB Convenor
 4. The contracted cleaner (e.g. Shaggy)
 5. Regular clubroom users (e.g. HOGS)
 6. Masterpoint Secretary
- A register of those people who have a key is maintained by ...
- When a person is no longer in the role that requires them to have a key they must return it and ensure they are removed from the register.

Document information

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Responsible person	Secretary