



DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

Key Control Policy

REF:2/5/P

Date of Approval: *5 October 2016*

Recommended:

~~.....~~ *Maisela*

20/10/16

Maisela, RJ

Date

(Head of Department)

Approved:

[Signature]

25/10/16

Honourable Member of Executive Council

Date

Mapula Mokaba-Phukwana (MPL)

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1) Acronyms and abbreviations

HOD	Head of Department
KC	Key Custodian
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council

2) Executive Summary

The Key Control Policy addresses all matters regarding the handling of keys and locks within the LDARD Head Office. It explains the duties and functions of the Key Custodian and indicate the responsibilities of all staff members. It is also indicating the reasons for poor key control and discuss the dangers of poor key control.

Office security and key control procedures are described in detail and Annexure A provides a pro-forma for requesting the unlocking of another office by officials in the event of an emergency.

3) Introduction

Security Management values the assets, personnel and information of the Provincial Head Office of the LDARD. The development of a Key Control Policy is a practical way of demonstrating that Security Management has a sincere interest in the protection of assets, personnel and information of the Provincial Head Office against any form of attack, be it internal or external.

Executive key control, including duplicate keys, must be accompanied by the keeping of effective records in order to ensure that keys to a building and safes or strong rooms or other safe storage places in which classified information is kept, are dealt with in a safe manner.

4) Purpose and objectives

The main objective for designing a key control system is:

- a) To deter unauthorised entry.
- b) To permit entry to a large number of individuals or frequently changing staff.

5) Authority of the Policy

The Key Control Policy is issued under the custodianship of the MEC for Agriculture and Rural Development in Limpopo and the Accounting Officer of the Department.

6) Legal Framework

The Key Control policy was developed in alignment with other Provincial and National Policies of the same nature and is embedded in legislation such as:

- Control of access to public premise and vehicles act, 1985 (act 53 of 1985)
- National key points act, 1980 (act 102 of 1980)
- Trespass act, 1959 (act 6 of 1959)
- National building regulations and building standards act, 1977 (act 103 of 1977)
- Prevention and combating of corrupt activities act, 2004 (act 12 of 2004)

7) Scope of Application

This Key Control Policy applies to all employees of the LDARD provincial Head Office in Polokwane.

8) Definitions

Accounting Officer:	Refer to the HOD
Key Custodian:	Refer to the official appointed by HOD to fulfil the task of being the Key Custodian

Provincial Head Office: Refer to all buildings occupied by the LDARD within Polokwane
Staff refer to: All staff members of the LDARD (whether they are permanent, on probation or interns)

9) Policy Pronouncements

9.1. Key Control

- a) The Security management Division is responsible for the total key control of the Provincial Head Office. The Security management is therefore responsible for the record keeping of the keys of all offices.
- b) The Security Management is also responsible for the key control of all safes/vaults as well as combinations of safes and vaults.
- c) The Head of Department (as the Key Control Officer) should appoint a specific individual (within the Security Unit) in writing to become a Key Custodian.
- d) The Office Keys must be returned to the Key Custodian by the Official who is resigning or being transferred/changing office or for any reasons terminating his/her service. Where the circumstances are beyond control, for instance due to death, the supervisor must collect and submit the keys as in the case of access cards.
- e) If a duplicate key is needed, a written motivation counter-signed by the supervisor should be forwarded to the key custodian.
- f) Any loss of keys should be reported immediately in writing to the Security Management division.
- g) Officials must adhere to the security measures as indicated in the key control policy and the procedures.
- h) Causes of poor key control:
 - 1) Insufficient record keeping system
 - 2) Bad oversight
 - 3) Irresponsibility by the user
 - 4) Lack of knowledge regarding the dangers of poor key control
 - 5) An underestimation of value of security
 - 6) Laziness on the part of the user
 - 7) The believe by persons that "there is nothing of value in this office" or that "nothing will happen"
 - 8) The failure to adhere to security measures
- i) Dangers of poor and weak key control:
 - 1) Unauthorised personnel can gain access to the contents of documents
 - 2) Theft of documents and other items
 - 3) Photographing of the contents of documents

- 4) Copying of the contents of documents
- 5) Placing of explosive devices
- 6) Placing of eavesdropping devices in the office or in the telephone
- 7) Arson
- 8) Committing of acts of sabotage
- 9) Tampering with contents of documents or registers e.g. fraud
- 10) Compromising of information

9.2. Key Custodian

The keys to all offices must be strictly controlled.

The appointment of a key custodian is the most important step in ensuring the proper custody and handling of keys and lock. Duties of the key custodian should be clearly defined and must include the following:

- a) Establishing key control procedures
- b) Compiling routine letters and reports with regard to incidents and investigations
- c) Compiling monthly reports with regard to key control issues
- d) Storing of keys and locks
- e) Managing of keys
- f) Maintaining of records with regard to the locks and keys
- g) Investigations with regard to loss of keys reported or discovered
- h) Regular inspection with regard to keys and locks
- i) Ensure compliance with regard to regulations about locks and keys within the provincial Head Office in Polokwane
- j) Conducting maintenance and operation of the Provincial Head Office's key depository (where keys to certain areas are issued and returned)
- k) Conduct periodic inventory inspections during which individuals are requested to verify possession of keys for which the records indicate they are responsible
- l) Record keeping of statistics with regard to the following:
 - 1) Number of duplicate keys cut on a monthly basis
 - 2) Number of padlocks cut on a monthly basis and an explanation of reasons why the padlocks were cut
 - 3) How frequently combinations are reset or changed
 - 4) Number of duplicate keys issued monthly and reasons why
 - 5) Number of use of the same combinations
 - 6) Training with regard to the setting of safe combinations

Only the key custodian may have duplicate keys of offices for security reasons.

No person other than the key custodian is allowed to have the master keys.

The key custodian has to ascertain that duplicate keys are available and safeguard for every office.

The duplication of keys will only be done by the custodian with the authorization of the Security and Risk Manager.

9.3 Office Security

It is self-evident that the office is the one place where a person works with the largest amount of documents. It is also these documents that contain the most valuable information. Offices contain storage facilities such as filing cabinets and safes for the safe keeping of documents. Storage facilities must not only comply with the laid down security policies but these policies must be adhered to.

Office security comprises a number of aspects that are not only dependent on defensive security measures but also require defensive actions on the part of those who occupy that office. This implies that personal or personnel security fulfils a large and important role in office security.

- i) Each staff member is responsible for inspecting his/her own office or working area for signs of intrusion at the beginning of each shift/working day. If the member notices any signs of intrusion, he/she must notify the immediate supervisor so that the matter can be reported to the security management.
- ii) **All staff members are advised that the Provincial Head Office of the LDARD would not be responsible for loss or damage in respect of their own personal property as a result of negligence. Staff members must not leave valuables on unattended desks, they must lock away or remove personal property whenever practicable.**
- iii) The keys must never be left hanging on the door of an office after opening the office, but should rather be removed and held by the person responsible for the key during office hours. This will prevent unauthorised persons from obtaining the keys or identifying the key number and purchase a duplicate key.
- iv) The staff member must ensure that the drafts of sensitive or classified documents are not left or thrown away in the dustbins without being shredded to be easily accessed by any unauthorised person.
- v) The keys to filing cabinets, safes, etc. should not be held by the user. These keys must never be left lying around or handed to other persons.
- vi) Office keys must not be placed above door locks, in pot plants, behind fire equipment, etc. but must be kept in the official's possession.
- vii) Cleaning of offices should only be done during official working hours under the supervision of the occupant of the office, particularly in all areas identified as sensitive areas.
- viii) The occupants of offices should clean sensitive apparatus or areas where sensitive documents are kept.
- ix) Office occupants must lock doors of their offices when leaving even for shorter periods or during lunch times.
- x) Keys to all sensitive areas should never be handed to any person not working in those areas.
- xi) Any maintenance and/or cleaning work should be performed in the presence of the office occupant or someone designated by him/her.
- xii) At the end of each working day, before departure, each staff member should ascertain that:
 - A) No cigarettes, tobacco or matches are left burning in the offices
 - B) Blinds and curtains are drawn
 - C) Doors/windows and cabinets are closed/licked
 - D) All electrical appliances are switched off

9.4. Key Control Procedures

The following key control procedures must be adhered to:

- a) **Newly appointed employees**
The person will report to Security Management upon appointment and will be issued with a key by signing in a key register.
No duplicate key will be issued or made.
- b) **Loss of key**
The loss of keys must be reported to Security Management.
Written motivation has to be supplied to Security Management through the relevant staff member's supervisor. The matter will be investigated and a new key issued.
- c) **When a person left his/her key at home**
Written motivation has to be supplied to Security management through his/her supervisor.
The Key Custodian will open the office for him/her and at the end of the day the key custodian will lock the office. The staff member will sign a register as proof that the office was opened for him/her.
- d) **When a person need something from another office which is locked**
When a staff member need something from another office which is locked (and the occupant is not at work), the office can be unlocked at special request to the Key Custodian.
The relevant item/s may then be taken from the office (by the requester) under supervision of the key custodian. This request will only be granted on receipt of a written request (see annexure A)

9.5. Combination Keys

Every user of a safe shall ensure that the combination and duplicate keys are sealed in separate envelopes and kept by the custodian with the following particulars displayed in the envelope:

- a) The date of sealing by affixing an official date stamp
- b) Signature of member sealing the envelope
- c) The serial number of the relevant safe
- d) The number of the office and ward in which the relevant safe is situated

Only the person with direct control of the safe with a combination lock may set the combination.

A previous safe combination may never be used.

The user of the safe shall ensure that the combination to the safe has been reset under the following:

- i) Every 3 months
- ii) If someone else takes control over the safe
- iii) If any indication exists that the combination has been compromised
- iv) If a new lock is installed

9.6. Conclusion

The establishment and maintenance of a condition of security is vital to the maintenance of the Provincial Head Office capacity. It is the joint responsibility of all Provincial Head Office employees of the LDARD to ensure that the minimum standards described in this policy are thoroughly applied at all times.

10) Default

This policy on Key Control is issued under the custodianship of the MEC for Agriculture and Rural Development and under no circumstances will any deviation of the policy be allow without the written permission of the HOD.

11) Inception date

The date of approval (as indicated on the front page) is also the inception date of this policy.

12) Termination and review conditions

The Policy on Key Control within the Provincial Head Office of the LDARD, will be reviewed 2 years after approval – or as and when a need arise.

13) Enquiries

Enquiries regarding this policy shall be directed towards:

The Director, Security Management, LDARD at 015 294300/Private Bag X9487, POLOKWANE, 0070.

Recommended:

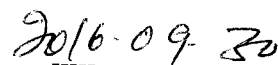


Maisela, RJ
(Head of Department)

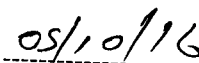
Approved:



Honourable Member of Executive Council
Mapula Mokaba-Phukwana (MPL)



Date



Date



**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Request to Security Division (Key Custodian) to unlock another office

- Request to unlock Office number:

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- Building and floor (location) of relevant office:

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- Surname & initials of staff member who is the rightful occupant of the relevant office:

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- Reason/s for request to open the office (motivation):

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- Surname and initials of person directing the request:

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- Extension & e-mail of person directing the request:

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Signature of person requesting

.....
Date