

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D360.02.02

Effective: 09/01/99

Revised: 12/05/02

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Subject: The Authority's Key Control Program

PURPOSE: To set forth the procedures to follow when keys are to be issued to any person or entity to include existing or new staff, guests, tenants, vendors and contractors. Locks required by tenants to secure cabinets, desks and enclosures provided by tenants are not covered under this directive.

GENERAL: The Authority's primary purpose for key control is to provide security to people and property at Tampa International Airport.

PROCEDURES: Maintenance is responsible for the administration of the key control program.

A. Existing Keys and Locksets:

1. All key requests will be coordinated through Maintenance using the work control program.
2. Keys for Authority property will not be duplicated without approval of Maintenance.
3. Keys will not be given or loaned to another person without proper approval.
4. Lost or stolen keys will be reported at the first opportunity to Maintenance in writing, with an explanation.
5. Individuals issued key(s) will be responsible for missing key(s) and may be billed for the cost of replacement and the re-keying of affected facility.
6. Organizations other than the Authority that have a representative sign for keys must develop internal tracking procedures and make these records available for audit purposes.
7. To be released from accountability employees must return all keys prior to final out-processing. For personnel assignment changes within the Authority, the employee will return all keys to Maintenance administration and their new department must submit a new key request. Airlines, tenants or organizations will incorporate the same requirement into their internal procedures.

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B. New Construction or Alterations Keys and Systems:

1. All new construction, alterations or additions will be incorporated into the existing master key system.
2. Maintenance will be notified in advance of projects, tenant relocations, or any other planned event that will involve keys. The planning meeting with Maintenance should be scheduled 45 days prior to actual occupancy or need.

ACTIONS:

1. Key requests can be prepared on the standard maintenance work order form, letter, note, memorandum or e-mail and forwarded to Maintenance.
2. Each request will include the following:
 - a. Full name of person assigned the key
 - b. Phone number
 - c. Title
 - d. Name of organization or company individual works for, to include department
 - e. Detailed description of what the key is to open and key number if known
 - f. Justification for why key is needed
 - g. Cost center, project number, or billing address for any expenses incurred
3. Items a through g above must be approved by a supervisor or manager. Non-Authority key requests received from a source other than tenants are required to have an Authority endorsement from an appropriate Authority staff member. Keys will only be issued to Authority project managers or staff for reissue to non-maintenance contractors.
4. A numbered work order will be issued for each request. Maintenance will notify the individual when the requested keys are available.

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AUDITS: Periodic audits of the key assignment files will be made to inventory outstanding keys and audit the integrity of the key control program.

APPROVED: /s/ John Wheat

DATE: 12/10/02