



# KEY CONTROL POLICY AND PROCEDURES

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## Boise Airport Key Procedures

### I. PURPOSE

- a. The purpose of the Key Control Policy and Procedures is to help protect life, property, and security of the Boise Airport and tenants.
- b. This policy will serve as a framework by which all airport-issued keys will be managed, issued, returned, replaced and accounted for. This policy seeks to establish a recorded chain of accountability and access for all key holder's and locations and applies to all keys issued for airport owned cores, which include office spaces and padlocks, owned, operated or controlled by the airport.
- c. This guidance establishes:
  - i. key issuance authority.
  - ii. key control policies.
- d. This policy seeks to implement a proper key control process and then preserve it by restoring security whenever key control has been threatened or compromised.

### II. SPECIFICATION

- a. All keys shall remain the property of the Boise Airport.
- b. A key should be issued only to individuals who have a legitimate and official requirement for the key(s).
- c. All keys shall be returned and accounted for.
- d. Key holder's must ensure that keys are safeguarded and properly used.

### III. ENFORCEMENT

- a. Keys that are no longer required for authorized purposes shall be returned to the airport.
- b. No person or department shall knowingly receive, borrow, or possess any key for any space without receiving permission from a person authorized to give permission to possess such a key.
- c. No person shall knowingly alter, duplicate, copy or make a facsimile of any key to a lock of a facility building or property without receiving permission from the Airport.
- d. Key holder's shall not loan their airport-issued key(s).
- e. Key holder's shall not use their airport-issued key(s) to grant access to non-authorized individuals.
- f. Key holder's shall immediately report any lost, missing, stolen or damaged keys.
- g. Violations of Key Control Policies and Procedures may result in a Notice of Violation to the key holder.

### IV. ELEMENTS OF KEY CONTROL POLICY

- a. An Authorized Signatory will be designated by any company that requires airport-issued keys for the Airport or tenant leased spaces.

- i. The company will submit a letter to the Airport designating the Authorized Signatory.
  - ii. Companies that are issued access media and have an Authorized Signatory on file will not be required to submit a second letter designating the Authorized signatory for keys.
- b. The Authorized Signatory has the responsibility to:
  - i. endorse key requests.
  - ii. ensure accountability for airport-issued keys.
  - iii. complete the annual key audit.
  - iv. return keys that are no longer required by the key holder.

#### V. KEY REQUEST

- a. All key requests must be endorsed by the Authorized Signatory and signed by the key holder.
  - i. The Authorized Signatory may request keys that will be used by the staff (for example, break room key) rather than issuing a key to each employee.
- b. The completed Key Request will be submitted to the Airport Credentialing Office by the key holder.
  - i. The key holder submitting the request will provide an airport access media badge or government-issued photo identification.
  - ii. The request may take up to seven (7) days to process.
  - iii. There is no initial key fee or deposit required.

#### VI. KEY ISSUING

- a. Approved Key Requests will be issued from the Airport Credentialing Office.
- b. The key will be issued to the key holder.
- c. The record of the key holder and key(s) will be recorded electronically.
- d. The key holder will present their key to the Credentialing Office during access media badge renewal to verify it is still in their possession.
  - i. Access media badge renewals may occur every year or every other year depending on the badge type.

#### VII. KEY RETURN

- a. All keys will be returned to the Airport in the event the key holder no longer requires access to the airport or tenant spaces.
  - i. Normally, this will occur when an airport-issued access media badge is returned to the Airport.
- b. Keys may be returned by the key holder or Authorized Signatory to the Credentialing Office, Airport Operations, or mailed to:

ATT: Credentialing  
Boise Airport  
3201 Airport Way, Suite 1000  
Boise, ID 83705

- c. A key receipt will be provided in exchange for the key.

#### VIII. LOST KEY REPLACEMENT

- a. Lost or stolen keys should be reported to the Credentialing Office or Airport Operations.
- b. Confirmation from the Authorized Signatory that the key holder needs to be re-issued a key will also be required.
- d. If on hand, keys may be immediately replaced by the airport. In the event a new key must be cut, it may take seven (7) days to replace.

#### IX. BROKEN KEY REPLACEMENT

- a. The key holder will bring their broken key to the Credentialing Office for replacement. There is no fee associated with a broken key.
- b. If on hand, keys may be immediately replaced by the airport. In the event a new key must be cut, it may take seven (7) days to replace.
- c. If a key is broken in a door handle, the key holder will inform the Credentialing Office who will make the appropriate notifications to have the key removed.

#### X. LOST KEY ACCESS

- a. Key holder's who lock themselves out of tenant leased spaces may request assistance from Airport Operations.
  - i. Airport Operations will confirm the individual has an active access media badge.
    - i. If the key holder does not have an access media badge, i.e. car rental employees, confirmation from the Authorized Signatory or manager is required (this may be verbal.)
  - ii. Airport Operations may only open doors to group areas – such as break rooms.
  - iii. If the key holder requires access to an office, confirmation from the Authorized Signatory or manager is required (this may be verbal.)

#### XI. KEY AUDITS

- a. The key holder will present their key to the Credentialing Office during access media badge renewal to verify it is still in their possession.
  - i. Access media badge renewals may occur every year or every other year depending on the badge type. Verify key during badge renewal.
- b. Key audit procedures:
  - i. Key Audits will be conducted annually.
  - ii. The Authorized Signatory will receive a list of keys issued to key holders.
    - a. This list may include lost keys.
  - iii. The Authorized Signatory will confirm key holders have their keys in their possession.
  - iv. Audits will be returned to the Credentialing Office within the specified timeframe.

## XII. RE-CORE / RE-KEY OF TENANT LEASED SPACES

Tenants may request a re-core / re-key of their leased space at any time. Applicable charges for this may include charges for time and materials. Contact the Airport Security Manager for more information.

In the event an audit indicates 50% or more lost or unaccounted for keys, the leased space may be re-cored / re-keyed. In the event the Airport mandates a re-core / re-key of the leased space, the Airport will be responsible for applicable fees.