

Measures for Protecting Keys G47

Management of keys

Companies and organisations must always appoint a person responsible for key management. The person's tasks include all key management and locking issues, including rekeying and the storage, handover and return of keys.

Keep a record of all keys that are handed over, and ensure that the keys are returned – this is particularly important at the termination of the keyholder's employment or tenancy.

Hand over keys on a need-to-use basis against acknowledgement of receipt. The keys must remain constantly under the immediate control of the person who has signed for them. Keys must never be handed over to any third parties.

The locking system at the premises must be keyed in such a manner that the master key does not need to be handed over for management and upkeep of the premises. Never use the master key as the normal, daily user key.

Storage of keys

Ensure that the keys are kept and stored with care. Businesses holding large quantities of keys that provide access to other facilities than their own facilities must apply special care. Keep the keys in a locked key storage unit.

Store and mark the keys in such a way that an outsider cannot identify the site, building or premises to which the key belongs.

The person responsible for the management of keys must ensure that outsiders cannot access the key marking codes, which are to be kept and stored separate from the keys.

Key deposit

The exterior wall of the premises may contain a key deposit for the telecommunications facilities, or for the rescue department or public utilities including electricity and water providers. For these, use a key deposit system recommended by each entity.

The route key providing access to a pre-agreed space is the only key that may be stored in key deposits. Where necessary, another key deposit can be fitted into the interior of the premises, for storing the route key that opens the interior doors of the common areas.

Never store the master key to the premises in a key deposit.

Fix the key deposit (such as a deposit cylinder) into a sturdy wall structure in compliance with the installation instructions provided by the key deposit manufacturer.

Safety level of keys

The locking designer should determine the purpose for which the space to be protected is used, and should select the suitable key safety level accordingly. Below is a list of the key safety levels generally employed in Finland:

Basic level

Anyone can have an extra key made, by presenting a model key or the code number supplied with the original key.

Locksmith level

Extra keys can be made at a lock manufacturer authorised shop by presenting the key card linked to the key in question.

Factory level

Extra keys can only be made by ordering them directly from the lock manufacturer. Orders for extra keys can only be made by a named responsible person in possession of the key card.

Access rights, and keying

The locking plan will determine how the locks are to be keyed so as to reflect the access right needs of the different user groups, allowing each keyholder access only to the rooms and facilities which they are authorised to access. Avoid large uniform series of master keys. At large premises, you should seek to divide the series into smaller, functionally sensible sets.

Never key separate commercial spaces to work with the same key, or with the master key of other premises.

Measures for protecting keys

If a company manages any keys that provide access to other premises than that company's own premises, in the conduct of its own affairs, it is required to ensure the following protection measures:

- the structural break-in protection of the office space
- the burglar alarm system
- the physical storage space of the keys
- protection of the keys during transit.

The structural break-in protection of the space must meet the requirements for the break-in level stated in Table 1. These requirements are set out in the section 'Safety regulations' of the Property insurance policy wording (ES1) and in the technical regulation 'Break-in Protection G45'.

The space must be equipped with a burglar alarm system that satisfies the requirements laid down in the 'Murtohälytysjärjestelmät ja -palvelut' guideline published by Finance Finland.

Store the keys in a key storage unit at staff-only premises of the company responsible for the management of keys. The storage space must be equipped with a key storage unit defined in the table below. Fix the storage unit to the structures in compliance with the manufacturer's instructions. Never store the storage unit key or combination in the same space.

You do not need to protect the windows and door glass panes of the space against break-in if the space is monitored with a burglar alarm system of at least Level 3.

Example

Three master keys of a residential property that provide access to a total of 72 dwellings require a storage unit tested according to SFS-EN 14450, SFS 5870 (SSF 3492). The doors leading to any space protected in accordance with break-in protection regulation 2 must have a door lock and a security lock, and any light partitions must be reinforced and the windows and openings protected. In addition, the space must be equipped with a burglar alarm system of at least Level 2.

Combined number of different doors that the stored keys open	Storage unit	Level of break-in protection	Burglar alarm system
1 - 50 doors	A locked cabinet designed for the storage of keys	1	1
51 - 500 doors	A cabinet tested according to SFS-EN 14450 or SFS 5870 (SSF 3492)	2	2
over 500 doors	A safe tested according to SFS-EN 1143-1 into at least Class 1	2	2

Table 1.

Compliance with the storage unit requirements is not mandatory if the unit is situated in a separate key storage room located at the company premises. The key storage room must satisfy the Level 3 requirements laid down in the structural break-in protection regulation, and the company premises must be equipped with a Level 3 burglar alarm system.

Continuous surveillance of people can be used to replace the structural and technical protection of the key storage room.

Protecting keys in a vehicle

- Never store any keys in a car.
- For the purposes of transportation and temporary storage of keys, the car must be equipped with a permanent bracket on which a separate locked key storage box is to be mounted such that it cannot be removed without first opening the box.

- The box, the mounting bracket and their fixings must be made of a sufficiently strong material.
- Never store keys in a car outside this bracket-mounted locked box – not even temporarily.
- The keys in the box must not bear markings allowing them to be connected with any specific premises. Never keep or store the key code list in the same place with keys.

The car must be equipped with an immobiliser system, central locking and an alarm system.

Users of keys

Give only the necessary number of keys to users of a commercial or residential property, and require them to sign for the keys. When handing over keys, you should stress to the recipient his or her responsibility for the careful use, keeping and storage of the keys. In the event that any keys are lost, you must obligate the recipient to immediately report this.

The person responsible for key management is the only person authorised to order extra keys.

Further information

Break-in Protection G45, LocalTapiola / www.lahitapiola.fi/vakuutusehdotyryyksille.

Security instruction 'Murtohälytysjärjestelmät ja -palvelut', Finance Finland / www.vahingontorjunta.fi.

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