



DESIGNING A MASTER KEY PLAN

Survey premises and list locks required for each location.

1 Photocopy page X and complete top section.

Complete **line by line** as follows:

2 "Location": Enter location names for each lock.

3 "Cylinder & Key Mark": Complete as required.

4 "Quantity of Locks": List quantity of locks made identically.

5 "Cylinder Description": Detail type of cylinder for each door.

6 "Item Code and Finish": Refer to Catalogue Sect. 2 & 3.

7 "Quantity of Keys": List the number of tenant keys per lock.....

....and always show "0" if no keys required for a lock.

8 "Master Keys": Enter Master Key Markings and quantity of each master key required.

9 Enter here any tenant key (eg **S1**) that must open another cylinder.

10 Mark "X 's" under each master key, cross referencing to the lock which the....

.... master key must open.

11 Complete the "Bitting Ref", always repeating the Ref. Nbr for SMK(Same Key fitting) (for example **No. 6** is repeated because 3 Padlocks and 2 Cyl's will be opened by same key.)

12 Indicate if "**Construction or Lockout Master Key**"(see page VIII) is required.

13 Indicate if required to be **BKP (Bump key resistant)**

14 Please sign the document and fax to 021-5924510

Note: Successful planning reduces the number of keys and reduces the risk of loss.

CISA COMPANY NAME: _____										MASTER KEYS										KEY MARK	QUANT.
JOB NAME: _____ YOUR PLAN REF: _____																					
ORDER NO: _____ DATE: _____ REQUIRED BY: _____										MD	ACC'S	SALES	STORE	S1							
BIT REF.	LOCATION	CYLINDER MARK	KEY MARK	QTY CYL.	CYLINDER/PADLOCK DESCRIPTION	ITEM CODE	FIN	QTY KEYS													
1	FRONT DOOR	FD		1	DOUBL LINDER	0G300 -0	2	0	x	x	x										
2	ACCOUNTS	ACC		1	KNOB CYLINDER	0G302 -07 -12		0	x	x											
3	SALES 1	S1	SALES	1	DOUBLE CYLINDER	0G300 -07 -12		2	x		x		x								
4	SALES 2	S2		1	DOUBLE CYLINDER	0G300 -07 -12		0	x	x	x		x								
5	STORE	STORE		2	SINGLE CYLINDER	0G304 02 12		0	x		x	x									
6	GOODS RECEIVING	GR	GOODS	3	PADLOCK	22010 50 -		2	x												
6	GOODS RECEIVING	GR		2	DOUBLE CYLINDER	0G300 -07 -12		0	x				x								
7	GOODS DESPATCH	GD		2	STEEL PADLOCK	28556 75 -		0	x				x								
8	SIDE GATE	SG	GATE	1	DOUBLE CYLINDER	0G300 -07 -12		1	x				x								

NOTES

12 CONSTRUCTION MASTER KEY

Yes
No

OR LOCKOUT MASTER KEY

Yes
No

13 BKP

Yes
No

14



COMPANY NAME: _____

MASTER KEYS

NOTES

JOB NAME: _____ YOUR PLAN REF: _____

ORDER NO: _____ DATE: _____ REQUIRED BY: _____

KEY
MARK

CONSTRUCTION
MASTER KEY

Yes
 No

QUANT.

OR LOCKOUT
MASTER KEY

Yes
 No

BKP

Yes
 No

BIT REF	LOCATION	CYLINDER MARK	KEY MARK	QTY CYL.	ITEM DESCRIPTION	ITEM CODE		QTY KEYS	MASTER KEYS										QUANT.																				
						FIN.																																	
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