



## Topic: Proper Handling and Return of Check-in Keys

Dear Team,

I would like to take a moment to remind everyone of the proper procedure for handling and returning check-in keys, particularly following a recent incident where a key was not returned and was subsequently lost.

To ensure the keys are properly secured, please avoid placing them in handbags, pockets, or other personal items. Instead, the check-in key should be attached to your clothing, such as your belt or uniform, to minimize the risk of misplacement.

At the end of your shift, it is your responsibility to return the key to the designated key box and place it in the correct slot corresponding to its number. This step is crucial for maintaining the integrity of our key management system.

Additionally, a new section titled "Check-in Key Returned?" has been added to your daily working hours sheet. Please be sure to mark this section whenever the key has been returned.

This is how it looks like now:



Name:

Station:

Personalnummer:

Abrechnungsmonat:

Datum	Von	Bis	Pause	Stunden	Check in Key returned?	Datum	Von	Bis	Pause	Stunden	Check in Key returned?
1						16					
2						17					

Under no circumstances should the key be taken home, as it is the property of the airport and must remain on-site.

Thank you for your attention to this matter and for your continued cooperation.



# READ AND SIGN

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## Elektronisches Schlüsseldepot (ESD) / Electronic key-depot

### A: Schlüssel erhalten / get key

1. Flughafenausweis vorhalten / Present airport badge
2. Fachnummer auswählen. Leuchtet die LED am Fach rot, ist dieses leer / Select a box. If the red LED is on, the box is empty
3. Schlüssel entnehmen und Fach schließen / take the key and close the box

### B: Schlüssel zurückgeben / return key

- I. Flughafenausweis vorhalten / Present airport badge
- II. Dongle des Schlüssels am Rückgabeler vorhalten / Present key dongle to the return-reader
- III. Fach öffnet automatisch, Dongle in den Leser einstecken, Fach schließen / Box opens automatically, insert dongle in the reader, close the box

### Richtlinien / Guidelines

- Schlüssel nicht weitergeben, Sie sind dafür verantwortlich / Do not pass on keys, you are responsible for it
- Benutzen Sie die Schlüsselkette / Use the key-chain
- Wird der Schlüssel momentan nicht benötigt, stecken Sie ihn zurück in das zugehörige Fach / If the key is not needed momentarily, return it to its respective box
- Im Verlustfall melden Sie diesen an eine der zuständigen Abteilungen / In case of loss, report it to one of the departments in charge:

Konzernsicherheit /  
Airport Security  
Tel: 089 / 975 63113

Technische  
Störungsannahme /  
Technical Support  
Tel: 089 / 975 555

Schließanlagenverwaltung /  
Key Administration  
Tel: 089 / 975 52533

