

S.O.G. 107
Keys, Keys, Keys
Instructors Guide

The purpose to this class is to make every new employee is aware of the importance that we place on the proper way to use, take care of and return keys.

1. Go over keys handout sheet with employee.
2. Physically show them the designated keyboard and show them color codes and key tags.
3. Show them where the specialty keys are located and explain why these keys are to be kept with their clip boards. (This is how we make sure that the maintenance and maintenance sheets are being done on shared equipment.)
4. Talk to the new employee about special keys such as green shed, pine straw and SM-9 keys. They are to be given out by the Supervisor only as needed.
5. Have the employee take the quiz and sign.
6. Log the results of the quiz on the progress charts.
7. The finished and signed quiz goes to the front office to be placed in the employees file.

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Hand out

1. All keys are color coded and numbered, know your teams color.
2. Keys are located in the hall on the keyboard and must be placed in the proper slot after use or at the end of the day.
3. Do not take keys home with you.
4. Specialty keys such as the loader etc. are to be kept with their clipboard and maintenance sheet.
5. Other specialty Keys such as Green shed key, pine straw trailer and SM-9 keys are to be handed out by the Supervisor only when deemed necessary.
6. Use the right key for the piece of equipment you are operating.
7. Use your color coded key only, do not take someone else's key.
8. If the key to the piece of equipment you plan to use is not in it's slot inform your supervisor.
9. If a key is worn or damaged (bent) inform your supervisor as soon as possible to avoid damage to the key switch.
10. If the key tag or stick comes off of the key report to your supervisor and have them replaced.
11. Spare keys have to be signed out by a supervisor or their designated person.
12. Always sign the sign out sheet located in the key lockbox when removing a spare key.
13. Make sure the spare key is signed back in and return to it's proper place when you are finished with it.

Name: _____

Date: _____

Pass: _____ Fail: _____

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Quiz

1. As long as the key you are using is put back on the key board at the end of the day it does not matter where you put it. T or F
2. Specialty keys such as the loader key are to be kept on the key board with all the other keys. T or F
3. It is okay to borrow a key that is marked with a different color as long as it will fit what you are operating. T or F
4. If the key to the piece of equipment you plan to use is missing don't worry about it, someone will report it. T or F
5. If a key is worn or damaged make sure you report it to your supervisor. T or F
6. Place the key back on the keyboard when you are finished with it or at the end of the day which ever comes first. T or F
7. You are allowed to take keys from the key lock box in the Supervisors office if you can't find yours. T or F
8. All keys are color coded and numbered. T or F
9. It is okay to take keys home with you as long as bring them back the next day. T or F
10. Keys do not need to have a key tag that is clearly numbered. T or F

