



## Key Control Policy

1. Transponders and keys that are issued by the Institute must not be passed on to third persons.
2. The person that is issued a transponder or key is liable for damages arising from the loss or inappropriate handling of transponders and keys.
3. Members of the staff that are admitted to the premises outside the normal office hours (Monday through Friday between 6 am and 6 pm) or on weekends or holidays are obliged to follow the appropriate SAFETY INSTRUCTIONS in accord. with § 20 GefStoffV and all currently valid labour safety and fire protection regulations while they are on the premises during the times indicated above. They take full responsibility for their actions and possible consequences. Other persons must not be admitted to the premises of the Institute during the times indicated above.  
Make sure that entrance doors are securely closed and locked when you come in or leave the building, respectively, outside the usual office hours.  
Always lock offices when you leave the room.
4. The director of the Institute decides on the allocation of keys.
5. Transponders and keys must be returned to the responsible person on finishing your employment or training term at the Institute.
6. Exceptional regulations require the consent of the director of the Institute.

Prof. Dr. Peter Metz

## How to Use Transponders

The transponder retracts the cylinder of the lock for approximately three seconds when an authorised person pushes the control button. During these three seconds, use the turn knob to open and close the lock or the catch. A beep signal is produced in the lock to indicate the beginning and end of this interval.

Immediately inform the person responsible for keys in case of repeated beep signals. These may indicate an almost flat battery in the lock.

The service life of the transponder battery is more than ten years, that of the lock cylinder only approximately two years.

Staff members are not allowed to remove and / or change cylinder locks without permit! Please ask the person that is responsible for the locking system and apply for changes if necessary (e.g., if doors between office rooms are not used).

Handle the transponder with care; there is no experience concerning the durability of the plastic eyelet for the key ring.

The housing is drip-proof only, NOT waterproof.

According to the manufacturer, the transponder may be subjected to temperatures between -10 and +70 ° Celsius.

The transponder may be opened for battery change only by authorised technicians.

Report any loss of the transponder without delay! This allows the programming of a replacement transponder thereby making the first one invalid.

It is principally possible to change the allocation of keys for every transponder at any time. However, to keep these processes at a reasonable minimum, applications for changes are collected and then processed as a whole. Please ask the director of the Institute or the person responsible for the room to give his / her consent to your application.