



Key Control Sheet

Owner: Director, Qty & Risk Mgt

Department: QRM

SMSA Express Transportation Co., Ltd.

P.O. Box 63529 Riyadh 11526, K.S.A.

SN	# in Box	Location	Main holder	Second Holder	Third Holder	Spare with	Floor	Remarks
1	Mezzanine Floor	Main Door	Justin Kuriakose	Bilal Noor Elahi	Nil	Nil	Ground Floor	Key Box (1 Key with Justin Kuriakose + 1Key at HR @ HO)
2		WH Entrance	Justin Kuriakose	X	Nil	Nil	Ground Floor	
3		Emergency Exit	Justin Kuriakose	Bilal Noor Elahi	Nil	Nil	Ground Floor	
4		High Value Cage	Justin Kuriakose	X	Nil	Nil	W/H	
5		Mazzanine Entrance	Justin Kuriakose	X	Nil	Nil	Mezzanine Floor	
6		Ground Floor Pantry	Justin Kuriakose	X	Nil	Nil	Ground Floor	
7		Mazzanine Pantry	Justin Kuriakose	X	Nil	Nil	Mezzanine Floor	
8		Mazzanine Washroom	Justin Kuriakose	X	Nil	Nil	Mezzanine Floor	
9		W/H Washroom (2Doors)	Justin Kuriakose	X	Nil	Nil	Ground Floor	
10		Server Room	Justin Kuriakose	X	Nil	Nil	Ground Floor	
11		Shrink Wrap machine	Justin Kuriakose	X	Nil	Nil	Ground Floor	
12		Forklift	Justin Kuriakose	X	Nil	Nil	Ground Floor	
13		General Store	Justin Kuriakose	X	Nil	Nil	Ground Floor	
14		Female Washroom	Justin Kuriakose	X	Nil	Nil	Ground Floor	
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