

Date: [Insert Date]

To: [Recipient Name/Security Department]

From: [Authorizing Officer Name/Title]

Subject: Directive for Dual Control Vault Access

1. Purpose

The purpose of this directive is to establish and enforce dual control procedures for accessing [Vault Name/Location ID]. This protocol is mandated to ensure maximum security and accountability for all high-value assets.

2. Authorized Personnel

Access to the vault requires the simultaneous presence and physical participation of two authorized individuals, one from each of the following groups:

- **Group A (Custodians):** [List Names or Job Titles]
- **Group B (Supervisors):** [List Names or Job Titles]

3. Access Procedures

- Neither party shall possess the full combination, set of keys, or biometric credentials required to open the vault independently.
- Both authorized individuals must remain present for the entire duration the vault is open.
- Upon closure, both parties must verify that the vault is securely locked.

4. Documentation

Every entry must be recorded in the Vault Access Log, including:

- Date and time of entry and exit.
- Signatures of both authorized individuals.
- The specific reason for access.

5. Compliance

Failure to adhere to these dual control procedures will result in immediate disciplinary action. Any suspicion of compromised credentials must be reported to [Contact Department] immediately.

Authorized By:

[Name]

[Title]

[Company Name]