Logo

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**PHYSICAL SECURITY AUDIT CHECKLIST**

**Culture and Business**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Risk | Comment | Action |
| Is a documented workplace security policy in place? |  |  |  |  |  |
| Have you communicated your policies and procedures to your employees, suppliers and other stakeholders who can impact your security efforts? |  |  |  |  |  |
| Do you provide regular training to keep your employees up to date with best practice? |  |  |  |  |  |
| Do you reward and recognise people who do the right thing for security in your business? |  |  |  |  |  |
| Do you regularly review the security risks to your business? |  |  |  |  |  |
| Do you have assets that are valuable to criminals? |  |  |  |  |  |
| Do you have traffic flow in and out of the business? |  |  |  |  |  |
| Do you operate outside of standard business hours? |  |  |  |  |  |

**Neighbourhood**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Risk | Comment | Action |
| Do you have any businesses that operate 24 hours within near vicinity? |  |  |  |  |  |
| Do your neighbours have well maintained properties (consider the presence of rubbish, graffiti, signage)? |  |  |  |  |  |
| Do you have a good relationship with your neighbours? |  |  |  |  |  |
| Do your neighbours have obvious security in place (video surveillance, alarms, security guards, patrols, signage etc) |  |  |  |  |  |

**Exterior**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Risk | Comment | Action |
| Is there clear signage identifying your business, entry and exit points, restricted areas and parking? |  |  |  |  |  |
| Does the landscaping offer locations to hide or means of access to rooftops? |  |  |  |  |  |
| Are all entrance points to your building monitored? |  |  |  |  |  |
| Do you regularly scout the exterior of your building (including the boundary) for any damage? |  |  |  |  |  |
| Are there floodlights to illuminate blind spots so security officers, employees and others can see places of possible concealment or access? |  |  |  |  |  |
| Do you have sensor lights at entry points? |  |  |  |  |  |
| Can you see any valuable assets from external points? |  |  |  |  |  |
| Do you have gates that are secure, operating properly and regularly maintained? |  |  |  |  |  |
| Do you have fences tall enough to reduce unauthorised access? Is the fence checked regularly for holes and/or damage? |  |  |  |  |  |
| Are windows protected with grills and/or bars? |  |  |  |  |  |
| Do you have good quality security company signage in well-lit and visible areas? |  |  |  |  |  |
| Do you have video surveillance? |  |  |  |  |  |
| Is the video monitored, verified or recordings stored securely? |  |  |  |  |  |

**Interior**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Risk | Comment | Action |
| Is access to the building and/or specific areas inside restricted? |  |  |  |  |  |
| Are all access points monitored? |  |  |  |  |  |
| Is ID based access control in place? |  |  |  |  |  |
| Do you maintain a visitor register? |  |  |  |  |  |
| Are employees easily identifiable? |  |  |  |  |  |
| Do you regularly check all security systems you have, including ensuring employees have the correct levels of access? |  |  |  |  |  |
| Is an alarm system installed and maintained? |  |  |  |  |  |
| Is the alarm system monitored? |  |  |  |  |  |
| Is the building monitored for fire or smoke? |  |  |  |  |  |
| In the event of a forced entry/alarm activation, have you a documented process in place? Is this regularly reviewed? |  |  |  |  |  |
| Do you have a backup solution for your alarm in the event there is an internet or power outage? |  |  |  |  |  |
| Do you receive regular activity reports from your supplier? |  |  |  |  |  |
| Do you have video surveillance? |  |  |  |  |  |
| Is the video monitored, verified or recordings stored securely? |  |  |  |  |  |
| Is a master key locking system in place? |  |  |  |  |  |