

# Security self-evaluation checklist

This checklist is designed for owners, plant managers or a designated employee to make a quarterly security inspection of the facility and cover all areas of importance. All questions are designed to be answered "yes." A "no" answer should be looked into as a possible problem area.

Date evaluated:

Inspected by:

Safety guidelines:

## Physical barriers

Yes

No

Is the perimeter of the facility completely enclosed by a fence?



Does the fencing meet minimum specifications?

- Is the top of the fence guarded with barbed wire and angled outward at a 45 degree angle?
- Is the fence about 8 feet high, including barbed wire?
- Is material kept away from the fence so it cannot be used in climbing over the fence?
- Is the grass kept cut on both sides of the fence?



Are signs posted stating provisions for entering?



Does someone (guards, supervisors) check the fencing for damage or holes dug under the fence? Are all gates locked with a secure locking device?



Are all gates not normally used, checked by management or guard personnel to be sure they are locked?



## Identification of personnel

Yes

No

Is a badge or card system used for company personnel?



Are visitors identified by a badge?



Are visitors required to be accompanied by company personnel when on the premises?



Are badges recorded and controlled?



Are delivery personnel, truck drivers restricted to a certain area, such as the shipping or receiving dock?

<b>Lighting</b>	<b>Yes</b>	<b>No</b>
Is the facility protected by adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Are lights checked nightly by guard personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Is additional lighting provided in secluded areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting for guards on the inside of the building?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Alarms</b>	<b>Yes</b>	<b>No</b>
Have weaknesses in the system that would allow the alarms to be bypassed been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are all necessary personnel trained in the operation of the system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the alarm system tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>
Does someone keep records and check out unscheduled openings and closings in the alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Guard force</b>	<b>Yes</b>	<b>No</b>
Is someone assigned to supervise the guard force?	<input type="checkbox"/>	<input type="checkbox"/>
Do the guards have written instructions on all procedures they are expected to know?	<input type="checkbox"/>	<input type="checkbox"/>
Is the guard force commensurate with the degree of protection required?	<input type="checkbox"/>	<input type="checkbox"/>
Are guards adequately supervised by the guard-service company?	<input type="checkbox"/>	<input type="checkbox"/>
Are the guard orders updated at least semi-annually as to emergency phone numbers or personnel changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are guards properly equipped with flashlights and other items necessary to perform their jobs?	<input type="checkbox"/>	<input type="checkbox"/>
Are watch clocks checked daily?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offices</b>	<b>Yes</b>	<b>No</b>
Is there at least one lockable drawer in every desk to protect personal effects?	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least one filing cabinet secured with an auxiliary locking bar to protect important papers?	<input type="checkbox"/>	<input type="checkbox"/>
Are keys required to be removed from filing cabinets after opening in the morning?	<input type="checkbox"/>	<input type="checkbox"/>
Is all the office equipment properly recorded on property listing sheets?	<input type="checkbox"/>	<input type="checkbox"/>
Are all important papers cleared from desks each night?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is someone assigned to check all doors and windows before leaving at night?	<input type="checkbox"/>	<input type="checkbox"/>