

This checklist has been developed to assist facility managers with assessing and improving the security arrangements of their facility or venue.

**ASSESSMENT DETAILS:**

Date:	
Facility location:	
Responsible person:	

**INSTRUCTIONS AND CHECKLIST:**

Where items / areas are assessed as no, document the corrective action that needs to be taken in the corrective actions section and track actions through to completion.

General	Assessment
Are rules of entry or facility terms and conditions developed and clearly displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is the facility subject to any specific security obligations under legislation, industry standards or local laws?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are staff trained and knowledgeable in the security arrangements of the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are daily open/close checklists established and used by facility staff to inspect the facility each day and take preventative and corrective action if required?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Has a risk assessment been undertaken to identify key security risks and threats?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Have any areas of potential interest within the facility by an intruder been identified?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Have the following items been considered in a risk assessment? o Risk of break-in or burglary o Risk of assault, disorderly behaviour or violence? o Risk of targeted attack o The nature and regularity of crimes commonly committed in the local area or against similar businesses? o Is there a history of security threats, incidents or crimes committed at or in association with the business or facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Have the local authorities attended or been invited to attend or inspect the facility to increase familiarisation and awareness of the location, access controls and particular risks?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Has a property inspection schedule been established and security is regularly assessed using this checklist and other relevant inspection tools.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there appropriate insurance coverage in place? o Public Liability o Property	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does the facility have uninterrupted power supply (UPS) or other back up lighting and power arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there a protocol in place for lone or isolated work? Including staff safety and security when arriving and leaving the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does the facility have rostered security personnel on site or monitoring from off site or at key risk times?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are security personnel adequately trained, onboarded and integrated within the facility and its operations?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does the business have pre-employment screening and checks to ensure any history or crime, fraud, theft or security breaches in previous employment are identified and assessed?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Access Management	Assessment
Are strict access management protocols in place to control access into and around the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are staff and working personnel identifiable and wearing a ID badge or Credential?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are all visitors or guests to the facility required to sign in and do they have appropriate access restrictions?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Are all restricted access areas secured and locked upon inspection?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are door locks latched, secure and in working condition with commercial grade locks used?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are windows locked / latched and in working condition with commercial grade locks used?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are windows, doors, roller doors, perimeter fencing and other access points intact and free from damage?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there a single accountable person responsible for access management controls (key management, password management, alarm code management, access card management, end of employment measures)?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are keys, alarm codes, access cards regularly audited, checked and updated as required?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are additional access controls in place for critical areas including IT server rooms, vaults or safes storing cash or other sensitive assets, confidential information and documents?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is security signage clearly visible at access points to the property and in legible condition?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are security alarms installed, provide coverage of all building areas and in working order?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are security alarms installed and monitored by a back to base monitoring service?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are deadlocks installed on all doors and appropriate locks installed on windows and other access points such as roller doors and all keys accounted for?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are REED switches installed on all doors, windows and other access points such as roller doors and linked with back to base monitoring?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are there any prohibited items identified in the conditions of entry and are there adequate security controls in place to identify any prohibited items being brought into the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>Internal areas</b>	<b>Assessment</b>
Are the areas of safety or retreat for staff or persons under threat? (lockdown procedure)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does the front entrance area or reception provide sufficient barrier between working personnel and visitors?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there a duress alarm or panic button available for staff to seek emergency assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>External areas</b>	<b>Assessment</b>
Are external areas within 10 meters of the building maintained and free from overgrowth such as weeds, long grass and other natural growth that may restrict view of an intruder?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are external areas within 10 meters of the building free from storage of combustible materials such as timber, pallets, cardboard, paper and other similar materials which may restrict view of an intruder or present an arson risk?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are assets stored outdoors kept away from the building to prevent access through upper level windows or the roof?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are general access paths maintained and free from obstructions and well lit?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are external security sensor lights installed, provide coverage to access points and in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do exterior lights have break resistant covers or protective mesh cages to prevent damage?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>Security incidents</b>	<b>Assessment</b>
Are there reporting protocols and forms available to report security related incidents or near misses?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there a process in place to investigate particular security related incidents or near misses? Including identification of contributing factors and corrective actions?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there an 'offender description form' in place to promptly note any identifiable traits or characteristics of an offender?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do incident reporting protocols include escalation processes and notification/reporting to external agencies (including Police)?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are frontline staff trained in recognising or identifying a potential security threat on a telephone call?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is there a protocol outlining phone etiquette and appropriate steps to take in the event of a direct or indirect threat? (including a bomb threat checklist)?	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>

Monitoring	Assessment
Are CCTV cameras installed, unobstructed and in working order?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Has an assessment been undertaken to determine sufficient placement of CCTV camera points?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are effective CCTV monitoring protocols in place? Is CCTV monitored real-time or recorded for playback?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are CCTV assets regularly inspected, cleaned and maintained for good working order?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Is security signage installed at property access points and perimeter? Is security monitored / under CCTV surveillance.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are arrangements in place for afterhours security monitoring and response?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do after hours security monitoring arrangements include effective protocols to escalate security issues or breaches to facility management?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are personnel nominated to attend after-hours call outs provided adequate support, supervision and safe systems of work to protect their personal safety?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are all entrances to the facility and key areas within the facility manned by staff and monitored?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

**CORRECTIVE ACTIONS:**

Actions:	Responsibility:	Timeline:	Completion:

**ASSESSMENT COMPLETION:**

Assessment closed:	All corrective actions complete: Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsible person name:	
Responsible person signature:	
Date:	