



Vehicle & Gate Control Checklist

Gatehouse checks for vehicle entry/exit, searches, deliveries, and perimeter gate security.

SITE / GATE

OFFICER NAME

DATE

Shift

☐ Day ☐ Night ☐ Weekend

WEATHER / VISIBILITY

1. Gate readiness

- | | | | |
|--|----------------------------|----------------------------|---------------------------|
| Barrier / gate operating and safe | ☐ Pass | ☐ Fail | ☐ N/A |
| ANPR / intercom / lighting working | ☐ Pass | ☐ Fail | ☐ N/A |
| Search area / mirror / torch available | ☐ Pass | ☐ Fail | ☐ N/A |
| Delivery / visitor instructions posted | ☐ Pass | ☐ Fail | ☐ N/A |

2. Vehicle movements

VEHICLE LOG (SAMPLE ROWS)

REG / FLEET #	DRIVER	PURPOSE	SEARCH	IN	OUT	NOTES

- | | | | |
|---|---------------------------|--------------------------|---------------------------|
| Unauthorized / suspicious vehicles challenged | ☐ Yes | ☐ No | ☐ N/A |
| Hazardous goods / tall loads controlled as required | ☐ Yes | ☐ No | ☐ N/A |

3. Perimeter & close

- | | | | |
|---|----------------------------|----------------------------|---------------------------|
| Secondary gates secured when not in use | ☐ Pass | ☐ Fail | ☐ N/A |
| Queue not blocking emergency access | ☐ Pass | ☐ Fail | ☐ N/A |

INCIDENTS / REFUSALS / HANDOVER NOTES

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	