



Security Patrol Checklist

Shift patrol round: briefing, perimeter, building checks, observations, and handover — with time/location logging.

SITE / POST

PATROL ROUTE / ZONE

OFFICER NAME

CALL SIGN / BADGE

DATE

Shift

☐ Day

☐ Night

☐ Weekend

☐ Other

WEATHER / CONDITIONS

PATROL START TIME

1. Pre-patrol briefing

- ☐ Handover notes from previous shift reviewed
- ☐ Radio / phone check completed
- ☐ Keys / fobs / access cards signed out
- ☐ PPE / torch / BWC checked
- ☐ Emergency contacts / escalation list available

BRIEFING NOTES / SPECIAL INSTRUCTIONS

2. Access & perimeter

- Perimeter gates, fences, and turnstiles secured ☐ Pass ☐ Fail ☐ N/A
- Visitor / contractor log complete and legible ☐ Pass ☐ Fail ☐ N/A
- CCTV / NVR showing normal recording status ☐ Pass ☐ Fail ☐ N/A
- Alarm panel clear (or known faults recorded) ☐ Pass ☐ Fail ☐ N/A
- Emergency exits clear and operable from inside ☐ Pass ☐ Fail ☐ N/A
- Loading bay / goods-in secured when unused ☐ Pass ☐ Fail ☐ N/A

CHECKPOINT LOG

CHECKPOINT

TIME

STATUS

NOTES

3. Building & assets

- Plant rooms / risers / restricted areas locked ☐ Pass ☐ Fail ☐ N/A

Lighting adequate on primary and secondary routes

☐ Pass ☐ Fail ☐ N/A

Fire extinguishers / hose reels visually OK

☐ Pass ☐ Fail ☐ N/A

First-aid kits sealed / stocked as required

☐ Pass ☐ Fail ☐ N/A

Vehicles in authorised bays; exits not blocked

☐ Pass ☐ Fail ☐ N/A

4. Observations & handover

Unauthorized persons / vehicles found

☐ Yes ☐ No ☐ N/A

Suspicious activity investigated and logged

☐ Yes ☐ No ☐ N/A

Near miss / hazard reported to control

☐ Yes ☐ No ☐ N/A

PATROL NOTES / INCIDENTS OBSERVED

☐ All route checkpoints completed

☐ Keys / radios returned and signed in

☐ Outstanding actions briefed to incoming officer

PATROL END TIME

INCOMING OFFICER NAME

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY