

Business Security Checklist

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Answer the questions below. Questions answered "No" should be "Yes" therefore changes need to be implemented so the answer can be "Yes". A "Yes" answer to these questions will not eliminate the risk of being victimized but it will reduce the risk of being a victim of crime.

YES	NO	Access Control
		1. Are visitor passes required before visitors can enter?
		2. Are the visitor passes distinctive from those issued to employees?
		3. Is a record kept of when and to whom a pass was issued?
		4. Are passes collected when visitors depart?
		5. Are badges hard to copy?
		6. Are perimeter fences adequately illuminated?
		7. Is the roof illuminated?
		8. Are the parking lots adequately illuminated?
		9. Are lights controlled by an automatic timing device?
		10. Are burnt-out bulbs replaced immediately?
		11. Are light fixtures protected against breakage?
		12. Are passageways and storage areas illuminated?
		13. Is the lighting at night adequate for security purposes?
		14. Is the night lighting sufficient for surveillance by the police department?
		15. Is the business protected on all sides by fences?
		16. Are fences in good repair?
		17. Are trees, bushes, and tall grass kept clear of the fence?
		18. Are the gates kept locked when not in use?
		19. Are the locks checked regularly?
		20. Is the gate equipped with alarms?
		21. Is each door equipped with a secure locking device?
		22. Are doors constructed of a sturdy material?
		23. Is the number of doors limited to the essential minimum?
		24. Are door hinge pins spot-welded or bradded to prevent removal?
		25. Are hinges installed on the inward side of the door?
		26. Are time locks used to detect unauthorized entrances?
		27. If padlocks are used, are they made of high-quality materials?
		28. Are the padlock hasps of the heavy-duty type?
		29. Are all fire doors protected by opening alarms?
		30. Are all doors connected to an alarm system?
		31. Is there a specific lockup procedure that is followed?
		32. Are windows equipped with locks?
		33. Are windows connected to an alarm system?
		34. Are windows protected with burglar-resistant material?
		35. Is someone responsible for checking all windows to make sure they are closed and locked every night?
		36. Are all alarms connected to a central control center?
		37. Is the station manned at all times?
		38. Are there periodic checks of the alarm company's response time to alarms?
		39. Are the alarms tested on a periodic basis? (Advise alarm company and police department before testing alarms).
		40. Is there a backup emergency power source for the alarm system?
		41. Is there a cell phone backup for the alarm system should the phone line be disconnected or cut?
		42. Are surveillance cameras used on exits and entrances?
		43. Are surveillance cameras used on parking lots?
		44. Are surveillance cameras recorded?
		45. Are surveillance recordings being maintained for 30 days before being reused?

YES	NO	Office Security
		1. Are strangers properly greeted?
		2. Are your billfold, purse, and other personal belongings protected while on the job?
		3. Are fellow employees reported when observed stealing?
		4. Is there only one person in charge of issuing all keys?
		5. Is a record kept of who has received what keys?
		6. Do all keys state "Do Not Duplicate"?
		7. Are maintenance personnel, visitors, etc. required to show identification to a receptionist?
		8. Is there a clear view from the receptionist's desk of entrance, stairs, and elevators?
		9. Can entrances be reduced without loss of efficiency?
		10. Are office doors locked when unattended for a long period of time?
		11. Are items of value secured in a locked file or desk drawer?
		12. Are desks and files locked when the office is left unattended?
		13. Has the supervisor in each office been briefed on security problems and procedures?
		14. Do all office employees receive some security education?
		15. Do office closing procedures require that all high valued items be locked up at night?
		16. Is all office equipment permanently identified and registered?
		17. Are all typewriters/computers and other valuable desk-top equipment secured to desks with office equipment locks?
		18. Are office entrance doors kept locked except during business hours?
		19. Are security procedures for files containing proprietary information observed?
		20. Is proprietary information distributed only on a need-to-know basis?
		21. Is all confidential material shredded before being placed in the trash?
		22. Are all janitorial employees logged in and out?
		23. Is petty cash kept to a minimum?
		24. Is petty cash stored in an adequate security area?
		25. Are blank checks stored in a safe?
		26. Is the accounting system adequate to prevent loss or pilferage of funds at all times?

YES	NO	Personnel
		1. Are employees issued badges or identification cards?
		2. Are employees required to display badges before entering?
		3. Are all identification cards numbered?
		4. Do identification cards have photographs of employees?
		5. Is a record kept of all lost or stolen badges?
		6. Is a record kept of all badges issued?
		7. Are all employees appropriately screened before they are hired?
		8. Are all applicants fingerprinted?
		9. Are all applicants photographed?
		10. Are all applicants required to supply birth certificates?
		11. Are personnel files kept on all employees?
		12. Are references checked?
		13. Are employees required to provide names of past employers?
		14. Are past employers checked?
		15. Are employees required to provide other names used by them?
		16. If there have been any losses of company or personal property as a result of burglary, robbery, theft, arson, fraud, embezzlement, etc., were these losses reported immediately to security/police department?

YES	NO	Customer Surveillance
		1. Are customers greeted upon entering the business?
		2. Are clerks well trained in observing shoplifting behavior?
		3. Have appropriate internal preventive measures been taken to inhibit shoplifting?
		4. Are personnel assigned working hours according to the store's busiest hours?
		5. Are shoplifters prosecuted to the fullest extent?

YES	NO	Vehicle control
		1. Is there a separate area for employee parking?
		2. Is there a separate area for visitor parking?
		3. Are service vehicles verified?
		4. Is a log of service vehicles kept?
		5. Are parking areas fenced?
		6. Are parking areas illuminated?
		7. Are parking areas patrolled by guards?

YES	NO	High Security Areas
		1. Are high security areas locked at all times?
		2. Are high security areas under close supervision by security personnel?
		3. Are badges marked to designate those who may enter high security areas?
		4. Do employees have to verify their identity when entering security areas?
		5. Is access to high security areas controlled by guards or electronic devices (ie Closed Circuit Television)?

YES	NO	Warehouse
		1. Are returned goods promptly accounted for, promptly restocked and posted to inventory control records?
		2. Are complete counts taken of all incoming material?
		3. Is all merchandise moved from dock to truck checked by an independent party other than the person filling or trucking the order?
		4. Are small and valuable items stored in safeguarded areas?
		5. Is warehouse access limited to authorized personnel?
		6. Are waste collection and trash containers spot checked?
		7. Do internal or independent audit practices include verification of shipping and receiving procedures?
		8. Are dock areas well lighted and under closed-circuit television surveillance?
		9. Are shipping and receiving areas geographically separated from each other?
		10. Do supervisors verify orders placed on trucks?
		11. Is there a separate waiting room for truck drivers?
		12. Is provision made for employee parking outside of the perimeter fence and away from shipping and receiving?
		13. Are trucks checked in and out?