

Security Guard Audit Checklist



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Audit Date: _____

Time: _____

Auditor's Name: _____

Security Guard's Name: _____

Location/Post: _____

Uniform and Presentation

- Proper uniform worn, clean and presentable.
- Identification badge displayed prominently.
- Footwear appropriate and well-maintained.
- Necessary equipment (radio, flashlight, etc.) carried and functional.

Knowledge and Vigilance

- Aware of all emergency exits and routes.
- Knowledgeable of post orders and duties.
- Able to communicate the latest incident or report if any.
- Understands protocols for various emergencies (fire, medical, threat, etc.).

Equipment and Systems

- Surveillance cameras checked and operational.
- Alarm systems tested and functional.
- Proper use and maintenance of the communication system (radios, phones).
- Proper logging of incidents or observations.

Patrolling and Positioning

- Regular patrol of assigned areas.
- Checking and securing of doors, windows, or other entry points.
- Proper positioning during static guard duties (not easily distracted, not using personal phones, etc.).
- Interaction with staff and visitors remains professional.

Incident Response and Reporting

- Proper escalation procedure followed for incidents.
- Detailed and accurate incident reports written.
- Knowledge of first aid procedures and location of first aid kits.
- Demonstrates de-escalation techniques when confronted with aggressive individuals.

Training and Continuous Learning

- Up-to-date with the latest security training modules.
- Participates in regular drills (fire, evacuation, etc.).
- Demonstrates knowledge of any recent updates or changes in security protocols.