Security Guard Audit Checklist

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.