

Halkyn Consulting Ltd

Physical Security Assessment Form

Security Self-Assessment

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10 February 2012

Security Assessment

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Facility / Site Security Assessment Form

Identification Details

Survey Date		Surveyor	
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Facility Details

Site Name		Location	
Site Manager		Contact Details	
Security Manager		Contact Details	

Situation Outline

Description of site:

No Employees:

No Contractors:

Operating Hours:

	Weekdays	Saturdays	Sundays
Opens:			
Closes:			

Special Openings / Restrictions:

Police details

Relevant Police Force:

Local Station:

Crime Evaluation:

Perimeter

Description:

Type:

Height:

Distance from Building:

Cleared Areas:

Barbed Wire:

Are any roofs or walls close to perimeter?

Gateway / door construction:

Number of exits:

How are exits supervised / controlled?

Are there any subterranean passages / overpasses?

Comments

Buildings

Description:

Type

Height

Distance from Building

Cleared Areas:

Barbed Wire

Roof or Walls close to perimeter

Any materials stored outside the building?

Are there any subterranean passages / overpasses?

How many floors are there?

Windows

How many ground floor windows?

How high are the windows?

How high are the next layer of windows?

Doors

How are the doors constructed?

Number of exits:

How are exits supervised / controlled?

Roof

Any roof openings / entry points?

Adjacent properties

Any adjacent properties?

What relationship exists?

What function do adjacent properties serve?

What distance is there between properties?

Do adjacent properties have security measures in place?

Comments:

Vehicular Movement controls

Employees

Is employee parking within the perimeter?

Are cars parked adjacent to fences?

Are cars parked adjacent to buildings?

Are cars parked adjacent to loading docks / doors etc.?

Do employee vehicles have passes / markings?

Do employees have access to their vehicle during work hours?

Are guards involved in traffic control?

Visitors

Is visitor parking segregated from employee parking?

Are cars parked adjacent to fences?

Are cars parked adjacent to buildings?

Are cars parked adjacent to loading docks / doors etc.?

Are guards involved in traffic control?

Comments

Lighting

Is perimeter lighting provided?

Is perimeter lighting adequate for its task?

Is there an emergency lighting system?

Are all doorways sufficiently illuminated?

What hours is lighting in use?

Is the parking area illuminated?

How often is the lighting checked?

Is interior lighting suitable for night guard surveillance?

Are guard posts properly illuminated?

Comments:

Key Control and Locks

Keylock systems

What type of keylocks are in use?

Are keys centrally held?

Is a record of keys, key changes and faults maintained?

How are keys secured when not in use?

Is there a master key system?

How many master keys are issued?

Where are master keys secured?

How frequently are key inventories conducted?

Are locks changed when keys lost?

Who is the facility locksmith?

Combination lock systems

How many combination locks are in use?

What type of combination lock systems are used?

Is a record kept of who has access to combinations?

Do individuals have unique combinations to devices?

How frequently are combinations changed?

Is a record of changes maintained?

Are combinations changed when a user no longer requires access?

How are combination key-code copies stored?

Is a record of access to copies maintained?

Comments

Surveillance Systems

Alarms

Does the facility have alarm systems?

Are alarm systems centrally managed?

Does the alarm system link to an outside service / police force?

How are the alarms engaged / disengaged?

Are all external doors covered by alarms?

Are all ground floor windows covered by alarms?

Are any internal doors covered by alarms?

What is the procedure for reacting to alarm activations?

Are the alarms linked to CCTV?

CCTV

Does the facility use CCTV cameras externally?

If so is relevant notification displayed?

Do the cameras have low light capability?

What frame rate do the cameras record at?

Is recording continuous or event activated?

Is CCTV footage archived?

Is the camera feed live monitored and if so, where?

Is monitoring continuous or event activated?

What is the process for reacting to events shown on camera?

What is the process for reviewing archive footage?

Are cameras linked to the facility alarm system?

Comments

Guards / Reception Staff

Does the facility have a manned guard force?

Who provides the service?

How many guards are on site?

If externally provided, are the guards SIA licenced (if applicable)?

Do the guards have a distinctive uniform?

What site specific training do the guards receive?

Do guards check employee ID?

Do guards conduct entry and exit searches of personnel / vehicles?

What are the guard patrol routes?

How frequently do guards carry out patrols?

Do guards have written instructions for their posts?

What procedures are in place for reacting to intruders?

Is the reception area guarded?

Do visitors enter via a different route to employees?

Is all visitor access via reception?

Comments

Access Control

Is a register of visitors maintained?

Are visitors prevented from moving around unescorted?

Do employees display identification badges?

Is there a visible distinction between employees and visitors?

Are employees encouraged to challenge unescorted visitors in their area?

Are visitors escorted?

Are temporary workers employed?

If so, how are these managed and accounted for?

Do any 3rd party companies have employee access?

List of Company Names

Type of Service Performed

Number of Employees with
Access

Are mail deliveries processed at the reception desk?

Comments

Shipping Controls

Is there a dedicated area for "goods in"?

Is this segregated from the main employee areas?

How is access controlled?

Is a record of access maintained?

Is a record of goods receipted maintained?

Is there a dedicated area for "goods out"?

Is this segregated from the main employee areas?

How is access controlled?

Is a record of access maintained?

Is a record of goods despatched maintained?

Goods Delivery

Does the facility receive delivery vehicles?

Are delivery drivers escorted?

Is there a segregated area for delivery drivers to wait?

Does the waiting area have sufficient facilities for delivery drivers? (Toilet, water cooler, payphone)

How are delivery vehicles segregated from the main parking area?

What is the construction of the walls around the delivery area?

Are delivery vehicles screened?

How are deliveries brought into the facility once unloaded?

Who is responsible for accepting deliveries?

How are deliveries accounted for?

Goods Despatch

Does the facility despatch goods via delivery vehicles?

Are deliveries carried out by employees using company vehicles?

If not, is there a list of companies who are used for delivery?

How is this list managed?

How are delivery drivers identified?

Who is responsible for loading cargo onto delivery trucks?

When are delivery shipments accounted for?

Are delivery containers secured with tamper seals?

Are kingpin locks utilised on trailers?

Where do delivery drivers wait during loading?

Are externally employed delivery drivers escorted?

Are outgoing vehicles separated from incoming vehicles?

Where are goods stored prior to loading?

Are delivery vehicles marked up in a way which shows cargo content?

Are delivery vehicles parked up outside working hours?

How are shipped goods inventories managed?

Comments

Cash Security

How much cash is held on premises?

Does this change outside normal working hours?

Is cash held in a central location?

What containers are used to store cash?

Who has access to the cash?

How are cash withdrawals accounted for?

Is there CCTV coverage of the cash storage location?

How is the cash store replenished?

What security measures are around cash deliveries?

Does the facility allow employees to cash cheques / withdraw cash?

Are any employees paid in cash?

Comments

Personnel Security

Are employees subjected to background checks?

Are additional checks carried out for personnel handling cash or in supervisory positions?

Who conducts the background checks?

At what stage of the recruitment process are checks conducted?

Are there any Government security clearance requirements?

If so, who is responsible for ensuring this?

What is the process for dealing with employees who fail clearance checks?

Is there a record of checks and findings?

Are ongoing checks conducted on employees?

If so, who is responsible?

Is a record of continued suitability maintained?

Is there a reporting mechanism which allows for employees to report suspicious behaviour?

Are new employees given a security induction?

Are employees given security awareness training on a regular basis?

Is a record of security awareness training maintained?

Are exit interviews conducted when employees leave?

What process is in place to recover company property from employees who leave?

What process is in place for employees facing disciplinary action?

Who is responsible for ensuring all accounts / permissions / access is removed when an employee leaves?

Is a record of employee departure maintained?

Who is responsible for responding to Data Protection Act (or similar legislation) requests?

Are they suitably trained for the role?

Comments

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This document is provided to assist organisations in assessing their existing security measures and providing guidance on where improvements may be needed. It is not a substitute for a dedicated security review, conducted by a trained professional. Halkyn Consulting Ltd do not accept any liability for any direct, indirect, incidental or consequential losses arising from the use or interpretation of the material contained in this document.

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