Security Audit Checklist

LAW SECURITY

Section 1: Physical Perimeter (Points 1-7)

Building Exterior

1. Entry Points Assessment

[ ] Front entrance - Visibility, lighting, lock quality

[ ] Back/side doors - Often weakest point

[ ] Emergency exits - Secure but accessible

[ ] Loading docks - High-risk area assessment

[ ] Windows - Ground level security

[ ] Roof access - Skylights, HVAC units

2. Lighting Evaluation

[ ] Perimeter lighting - No dark zones

[ ] Entry point illumination - 5+ foot candles minimum

[ ] Motion-activated lights - Energy efficient detection

[ ] Emergency lighting - Battery backup systems

[ ] Light maintenance - Regular bulb replacement schedule

3. Landscaping Security

[ ] Hiding spots eliminated - Trim bushes below 3 feet

[ ] Natural barriers - Use thorny plants strategically

[ ] Clear sight lines - Remove visual obstructions

[ ] Parking lot visibility - Well-lit and open

Security Audit Checklist

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Section 1: Physical Perimeter (Points 1-7)

4. Fencing and Barriers

[ ] Perimeter fencing - Height and condition

[ ] Gate security - Locks and access control

[ ] Barrier effectiveness - Delays intruders sufficiently

[ ] Maintenance needs - Repair weak points

5. Signage Assessment

[ ] Security system signs - Visible deterrent

[ ] Video surveillance notices - Legal requirement

[ ] Warning signs - "Authorized Personnel Only"

[ ] Emergency contact info - Posted and current

6. Parking Security

[ ] Customer parking - Well-lit and monitored

[ ] Employee parking - Separate and secure

[ ] Vehicle barriers - Prevent ram-raids

[ ] Surveillance coverage - License plate capture

7. Delivery Areas

[ ] Loading dock security - Controlled access

[ ] Delivery schedules - Predictable patterns avoided

[ ] Vendor verification - ID checking procedures

[ ] After-hours protocols - Secure receiving procedures

Section 1 Total Points _____

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Section 2: Access Control (Points 8-14)

Entry Management

8. Door Security Assessment

[ ] Door construction - Solid core or steel

[ ] Frame integrity - Strike plates and hinges

[ ] Lock quality - Grade 1 deadbolts minimum

[ ] Glass security - Security film or laminate

9. Key Management

[ ] Key control system - Who has keys?

[ ] Master key protocols - Limited distribution

[ ] Key return procedures - Former employees

[ ] Lock rekeying schedule - Regular updates

10. Electronic Access Control

[ ] Card/fob systems - Programmable access

[ ] Biometric options - Fingerprint/facial recognition

[ ] Mobile credentials - Smartphone access

[ ] Visitor management - Temporary access system

11. Employee Access Levels

[ ] Role-based access - Minimum necessary access

[ ] Time-based restrictions - After-hours limitations

[ ] Area restrictions - Sensitive areas protected

[ ] Access audit trail - Who entered when

Security Audit Checklist

Section 2: Access Control (Points 8-14)

12. Visitor Control

[ ] Reception protocols - Check-in procedures

[ ] Visitor badges - Temporary identification

[ ] Escort requirements - Supervised access

[ ] Emergency procedures - Visitor accountability

13. After-Hours Access

[ ] Off-duty procedures - Clear protocols

[ ] Emergency access - Manager authorization

[ ] Cleaning crew access - Supervised or restricted

[ ] Maintenance access - Scheduled and monitored

14. Sensitive Area Security

[ ] Cash handling areas - Extra protection

[ ] Data centers/servers - Climate and access controlled

[ ] Inventory storage - High-value item security

[ ] Executive offices - Enhanced protection

Section 2 Total Points _____

Security Audit Checklist

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Section 3: Surveillance Systems (Points 15-21)

Video Security

15. Camera Coverage Assessment

[ ] Entry/exit points - All covered clearly

[ ] Cash registers/POS - Transaction recording

[ ] Inventory areas - Theft prevention

[ ] Blind spots identified - Mirror or camera solutions

[ ] Parking areas - Vehicle and people monitoring

16. Camera Quality & Features

[ ] Resolution adequacy - 1080p minimum, 4K preferred

[ ] Night vision capability - Low-light performance

[ ] Audio recording - Where legally permitted

[ ] Weather resistance - Outdoor camera protection

[ ] Vandal resistance - Tamper-proof housing

17. Recording and Storage

[ ] Storage duration - 30+ days recommended

[ ] Backup systems - Redundant storage

[ ] Cloud storage - Off-site backup option

[ ] Easy retrieval - Quick incident review

[ ] Legal compliance - Data retention policies

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Section 3: Surveillance Systems (Points 15-21)

18. Remote Monitoring

[ ] Mobile access - View cameras anywhere

[ ] Real-time alerts - Motion/intrusion notifications

[ ] Multi-user access - Manager/owner viewing

[ ] Professional monitoring - 24/7 oversight option

19. Video Analytics

[ ] Motion detection - Intelligent alerts

[ ] People counting - Business intelligence

[ ] Loitering detection - Suspicious behavior alerts

[ ] License plate recognition - Vehicle tracking

[ ] Facial recognition - Known threat identification

20. Integration Capabilities

[ ] Alarm system sync - Video verification

[ ] Access control link - Visual confirmation

[ ] POS integration - Transaction overlay

[ ] Mobile app control - Unified management

21. Maintenance and Updates

[ ] Regular cleaning - Clear image quality

[ ] Software updates - Security patches current

[ ] Hardware replacement - Proactive upgrades

[ ] Professional service - Annual maintenance

Section 3 Total Points _____

Section 4: Alarm and Detection (Points 22-27)

Intrusion Detection

22. Sensor Coverage

[ ] Door/window sensors - All entry points

[ ] Motion detectors - Strategic placement

[ ] Glass break detectors - Large windows/storefront

[ ] Vibration detectors - Safe/vault protection

[ ] Environmental sensors - Smoke/flood/temperature

23. Alarm System Features

[ ] Multiple zones - Partial arming capability

[ ] User codes - Individual employee tracking

[ ] Duress codes - Silent alarm activation

[ ] Bypass capabilities - Temporary sensor disabling

[ ] Communication backup - Cellular/internet redundancy

24. Monitoring Services

[ ] Professional monitoring - 24/7 response center

[ ] Local monitoring - Faster response times

[ ] Redundant communication - Multiple signal paths

[ ] Response protocols - Clear escalation procedures

[ ] Test scheduling - Regular system verification

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Section 4: Alarm and Detection (Points 22-27)

25. Response Procedures

[ ] Emergency contacts - Current and accessible

[ ] Police coordination - Direct dispatch protocols

[ ] Employee notification - After-hours contact system

[ ] Lockdown procedures - Security breach response

[ ] Investigation protocols - Evidence preservation

26. System Integration

[ ] Fire alarm coordination - Combined monitoring

[ ] Access control sync - Automatic lockdown

[ ] Video verification - Visual alarm confirmation

[ ] Mobile alerts - Real-time notifications

[ ] Business system integration - POS/inventory links

27. Backup and Redundancy

[ ] Power backup - UPS and generator support

[ ] Communication backup - Multiple signal paths

[ ] Local storage - On-site recording backup

[ ] Equipment redundancy - Critical system backups

[ ] Recovery procedures - System restoration plans

Section 4 Total Points _____

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Security Audit Scoring

Total Points _____

Risk Assessment Levels

Critical Risk (0-40 points)

- Immediate security upgrades needed
- High vulnerability to multiple threat types
- Significant financial/safety risk
- Professional assessment strongly recommended

Moderate Risk (41-70 points)

- Several security gaps identified
- Targeted improvements needed
- Some protection in place
- Prioritize highest-risk areas first

Good Security (71-85 points)

- Basic security measures effective
- Minor improvements recommended
- Regular maintenance important
- Consider advanced features

Excellent Security (86-100 points)

- Comprehensive protection in place
- Advanced features implemented
- Regular review and updates
- Industry best practices followed