

Self-inspection checklist



Providing for and maintaining premise security

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location:		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

	Yes	No	N/A	Comments	Completed (date)
Recognition of threat					
We recognise our location (i.e. isolated) as posing threat and have considered this in the provided level of security to the premise (overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
We recognise the societal environment (i.e. high unemployment in locality) as posing threat and have considered this in the provided level of security to the premise (overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
We recognise the valuable content (i.e. attractive goods) within our premise and have considered this in the provided level of security to the premise (overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
We have considered public access, multi-tenure, industrial relations, activists, unoccupied/unattended areas for long periods in the overall security provisions to our premise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Arson/theft/intrusion/malicious damage record					
We have experienced known or suspected events in the last three years and have considered this in the provided level of security to the premise (overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Site perimeter fencing					
Fencing is complete around the site without openings and high enough (i.e. at least 2.2 m) to prevent unauthorized entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fencing style (i.e. chain link) does not provide for foot holes to allow persons to scale over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fencing has no adjacent objects or trees etc. that would allow unauthorized persons to use as a step/ladder to climb over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gates within fence line are secured by an appropriate lock/chain/padlock and closed after hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Signs displaying 'no unauthorized entry, security patrols, CCTV coverage' (or similar wording) are clearly displayed along fence line and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Inspections performed weekly at least to review condition of the fence line with problems rectified immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is a formal procedure to lock closed all fence line gates after hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Yard						
	Yard lighting is operational and continues to cover all site and premise entry points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Combustible stockpiles are detached from buildings by at least 5 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Vegetation (i.e. shrubs, grass, trees etc.) within the yard space is kept to a bare minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Waste bins are detached from buildings by at least 5 m and lids are secured closed after hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Flammable liquids, gas bottles etc. are stored within a secure environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Inspections are performed weekly at least to review condition of the yard space with problems rectified immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building perimeter						
	Building perimeter doors are solid core and locked appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Windows are provided with substantial steel bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Roller shutters are secured at the base plate and side stiles by a substantial padlock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Roller shutter motors are secured after hours by removing the key and the key is retained within a non-disclosed/secure location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Impact bollards are provided over potential entry points (i.e. full glass walls, doors, roller shutters etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Roof access ladders are locked out to prevent access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Objects (i.e. trees, storage piles etc.) that would allow unauthorized persons to access the roof are detached from buildings by at least 5 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Skylights are secured in the closed position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Graffiti is removed immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	There is a formal procedure to ensure all building perimeter access is closed and secured after hours (inclusive of alarm activation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
High value/susceptible items within premise						
	Items that can't be removed to a more secure environment have their own security system deployed (e.g. CCTV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Items (includes laptops, portable tools etc.) that can be removed to a more secure environment after hours are done so (i.e. placed within a safe/strong room, taken off site etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Security patrols					
	Considered risk and thus applied the most appropriate attendance frequency (e.g. every 3 hours) by a contracted service provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Considered risk and thus applied the most appropriate external and/or internal patrols to premise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Considered risk and thus applied the most appropriate formality of recording patrols (e.g. key stations, electronic recordings etc.) across the site by a contracted service provider with attendance records reviewed at least weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm system					
	An intruder alarm system is provided in appropriate areas with a local and off-site alarm (i.e. reports 24 hours to a manned central station) with a back-up alarm transmission equipment (e.g. GSM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A preventative maintenance contract is provided on all security systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The alarm system is tested and maintained on a regular frequency (i.e. at least weekly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Detectors are unobstructed, all other provisions are in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Closed circuit television (CCTV)					
	Cameras provided in appropriate areas (e.g. site access, building access, select internals, vehicle parking etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Individuals and vehicle license plates are clearly visible and checked for quality monthly at least (i.e. no obstructions to vision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Record facilities are provided, tapes reviewed for existence and quality every month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitor controls					
	Visitors come into site along a single-entry point and sign in at central register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Visitor badges are issued and worn in clear vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Visitors are escorted on site always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Non-familiar persons to site (without badges) are challenged by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.