

Security Guard Shift Handover Checklist

BLANK FORM

Review each item. Write None reported, Not applicable or Not checked with a reason. Acknowledgement does not close open issues.

Site/post; date/time and time zone	
Outgoing guard; incoming guard	
Open incidents/issues	
Access/keys/equipment status	
Visitors/deliveries requiring follow-up	
Patrol/checkpoint issues	
Site conditions	
Next actions; owner; due/update time	
Outgoing/incoming acknowledgement	

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FICTIONAL COMPLETED EXAMPLE

All people, places and events below are fictional. Review each item. Write None reported, Not applicable or Not checked with a reason. Acknowledgement does not close open issues.

Site/post; date/time and time zone	Harbor Point Offices - Fictional Example / Reception; 15 January 2026, 06:00 site local time
Outgoing guard; incoming guard	Example Guard A; Example Guard C
Open incidents/issues	Service door did not latch at 22:25 on 14 January. Report EX-001 remains open; repair not confirmed.
Access/keys/equipment status	Assigned key set K1 and radio R1 handed over. Incoming guard checked receipt. Follow the site's authorised access arrangements.
Visitors/deliveries requiring follow-up	No outstanding visitor or delivery item reported at this handover.
Patrol/checkpoint issues	Exterior light reported out at 22:35 on 14 January. No repair update. A scan alone does not confirm that the lighting check was completed.
Site conditions	One exterior walkway light remains reported out. Approved alternative safe route communicated.
Next actions; owner; due/update time	Supervisor B to obtain door and lighting updates. Guard C to follow site instructions and request status at the next agreed supervisor contact.
Outgoing/incoming acknowledgement	Outgoing: Example Guard A, 06:00. Incoming: Example Guard C, 06:00. Receipt of information acknowledged; issues remain open.

checkpointguard.com | Fictional example - keep separate from site records.