

Security Patrol Checklist

Blank form - adapt to approved site patrol instructions.

Site/property: _____

Guard name: _____ Date: _____

Shift: _____

Patrol area/route: _____

Supervisor/reviewer: _____

Patrol checks

Complete? = task performed, not defect-free. Mark Yes/No/N/A; explain No or N/A. A checkpoint scan does not certify tasks.

Area/Checkpoint	What to check	Complete?	Issue found?	Action/Note

Issues/exceptions

Location	Issue observed	Action taken	Status

Items for next shift

Issue	Latest status	Next action

Prepared by: _____ Reviewed by: _____

Record facts and times. Hand over open issues. Follow the separate incident process when required.

Security Patrol Checklist

FICTIONAL COMPLETED EXAMPLE

Site/property: Harbor Point Offices - Fictional Example
Guard name: Example Guard A Date: 14 January 2026
Shift: 22:00-06:00, ending 15 January
Patrol area/route: Entrances and exterior walkway
Supervisor/reviewer: Example Supervisor B
Site local time. 05:50 and 06:00 are on 15 January.

Patrol checks

Complete? = task performed, not defect-free. Mark Yes/No/N/A; explain No or N/A. A checkpoint scan does not certify tasks.

Area/Checkpoint	What to check	Complete?	Issue found?	Action/Note
Main entrance	Check access route is clear.	Yes	No	22:10 - Route clear.
Technical-room entrance	Check entrance from outside only.	Yes	No	22:20 - Entrance clear. Did not enter room.
Service door	Check door closes and latches.	Yes	Yes	22:25 - Does not latch. Supervisor told at 22:30.
Exterior walkway	Check assigned walkway lighting.	Yes	Yes	22:35 - One light out. Supervisor told at 22:40.
Parking walkway	Check for visible obstructions.	Yes	No	22:45 - No obstruction observed.
Reception post	Check handover notes are updated.	Yes	No	05:50 - Door and light still open; handed over at 06:00.

Issues/exceptions

Location	Issue observed	Action taken	Status
Service door	Does not latch.	Supervisor told 22:30; no repair confirmed.	Open
Exterior walkway	One light out.	Supervisor told 22:40; no repair confirmed.	Open

Items for next shift

Issue	Latest status	Next action
Door not latching	Open at handover	Supervisor to obtain repair update; next guard to follow site instructions.
Exterior light out	Open at handover	Supervisor to follow up repair; next guard to use the approved safe route.

Prepared by: Example Guard A Reviewed by: Example Supervisor B
Record facts and times. Hand over open issues. Follow the separate incident process when required.