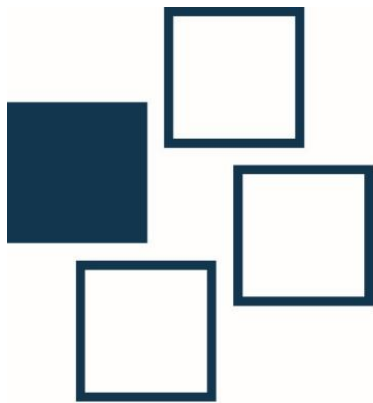




# Security Assessment Form

# **GARDA**WORLD

Developed in partnership with:



**WeBA**<sup>TM</sup>  
**West Edmonton Business Association**  
Since 1982

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Last updated: 2016/07/27 at 3:00 pm  
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## Introduction

Thank you for taking the time to look at your organization's security. It is a critical component of doing business these days and taking ownership of this is key to keeping your business, your assets and most importantly your people safe.

This assessment form is a summary of what we would look at within an organization to identify potential risks. It has been developed in cooperation with local law enforcement and municipality operations to make sure we are providing the best questions you need to ask for your organization.

Please note, this document is designed to help you understand where your business is at with regards to security. This document is only the first step in assessing, analyzing, designing, implementing and managing a security program. Hopefully this document will address areas which you may not have thought of before.

This exercise can also be quite daunting, and if you do not have the relevant experience, we welcome you to reach out to our team to perform an assessment of your business and make recommendations on how you can better protect your business.

Regards,



### **Todd Benner**

Business Development Manager – Alberta  
GardaWorld Protective Services

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## 1. Identification Details

Survey Date:

Surveyor:

### 1.1 Facility Details

Site Name:

Location:

Site Manager:

Contact Details:

Security Manager:

Contact Details:

### 1.2 Situation Outline

Description of site:

No Employees:

No Contractors:

### 1.3 Operating Hours

Weekdays Saturdays Sundays

Opens:

Closes:

Special Openings / Restrictions:

### 1.4 Police details

Relevant Police Force:

Local Station:

Crime Evaluation for the Area:

## 2. Perimeter

### 2.1 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?

Is there fencing onsite?

Is the fence in good shape?

Is the fence covered by motion sensors? Are they connected to a CCTV system?

Is any part of the fence blocked by trees or bushes?

Are there objects that can be used to facilitate climbing over?

### 2.2 Comments

## 3. Buildings

### 3.1 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?

### 3.2 Windows

How many ground floor windows?

How high are the windows?

How high are the next layer of windows?

### 3.3 Doors

How are the doors constructed?

Number of exits:

How are exits supervised / controlled?

### 3.4 Roof

Any roof openings / entry points?

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## 4. Adjacent properties

Are there any adjacent properties?

What relationship exists with your neighbors?

Is there a community watch program in your area?

What function do adjacent properties serve?

What distance is there between properties?

Do adjacent properties have security measures in place?

What is the amount traffic in & out of adjacent properties? What kind of traffic?

### 4.1 Comments

## 5. Vehicular Movement Controls

### 5.1 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?

### 5.2 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?

### 5.3 Fleet Management

Do you have fleet vehicles onsite?

What controls do you have in place to track inventory? Inventory of equipment on vehicles?

What controls do you have to manage keys/master keys?

How do you manage sign-in/sign out of vehicles?

Are vehicles secured on premises or accessible from the public street?

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Are vehicles arranged for natural surveillance from building or street?

Do vehicles have anti-theft devices?

## 5.4 Comments

## 6. Lighting

Do you have perimeter lighting provided?

Is the perimeter lighting adequate for its task?

Is there an emergency lighting system?

Are all doorways sufficiently illuminated?

What hours is the lighting in use?

Is the parking area well illuminated?

How often is the lighting checked?

Is interior lighting suitable for night guard surveillance?

Are guard posts properly illuminated?

### 6.1 Comments

## 7. Key Controls and Locks

### 7.1 Keylock systems

What type of keylocks are in use?

Are keys centrally held?

Who has control of master keys?

When was the last time the site was re-keyed?

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?

### 7.2 Combination lock systems

How many combination locks are in use?

If they are electronic, are they tied up to emergency generator?

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?

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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?

## 7.3 Mag-locks

Are there any magnetic locks on site?

Are they tied into a fob/card/eyescan system?

Are they tied to the emergency generator?

Have they been tested?

## 7.4 Comments

## 8. Surveillance Systems

### 8.1 Alarms

Does the facility have alarm systems?

Are alarm systems centrally managed?

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

Do you have/who is your alarm response company?

When were the protocols last renewed?

Have the contacts been updated in the protocols?

How are the alarms engaged / disengaged?

Are all external doors covered by alarms? Are all contacts in external doors in good shape?

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?

### 8.2 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?

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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?

## 8.3 Comments



## 9. 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 licensed (through Alberta Solicitor General)?

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?

### 9.1 Comments

## 10. 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?

### 10.1 Comments

## 11. 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 dispatched maintained?

### 11.1 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?

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How are deliveries accounted for?

## 11.2 Goods Dispatch

Does the facility dispatch 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 utilized 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?

## 11.3 Comments

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## 12. 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?

### 12.1 Comments

## 13. 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 behavior?

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 Personal Information Protection Act (or similar legislation) requests?

Are they suitably trained for the role?

## 13.1 Comments

## 13.2 Document Control Information

### Security Assessment Form

Purpose: Security Assessments

Status Released

Version Number 1.0

Policy Reference

Version Control: Version, Date, Changes, Author

Version 1.0, April 20, 2016, Initial Release, GardaWorld Protective Services

This document is provided to assist organizations 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. GardaWorld Protective Services 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.

To find out more about security assessments or for a complete security survey and expert on-site consultancy advice, get in touch with GardaWorld Protective Services – an expert, independent, security consultancy which specializes in providing cost effective security solutions.

Find out more at [www.garda.com](http://www.garda.com)

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