

Cole International / Abco Security Sweep Assessment

Managers

Random, unannounced security assessments should be conducted at your location. This should take place every few months or as the need arises. Suggested areas for review are listed below:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1.) Building Security			
Are all doors and windows properly locked?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper interior and exterior lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Are security systems properly activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.) Access to Office and Secure Areas			
Are visitors being requested for proper ID?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors properly logging in?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors wearing visitors badges and escorted while in our facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Are meetings held in meeting/board rooms if available as opposed to at desks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitor badges retrieved?	<input type="checkbox"/>	<input type="checkbox"/>	
Are unauthorized persons challenged and removed?	<input type="checkbox"/>	<input type="checkbox"/>	
3.) Data and Document Security			
Are blank forms securely stored?	<input type="checkbox"/>	<input type="checkbox"/>	
Are customs and freight related documents properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	
Are proper document disposal procedures being followed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are IT policies and procedures being followed?	<input type="checkbox"/>	<input type="checkbox"/>	
4.) Packages and Mail			
Is proper vendor and/or photo ID being requested from all arriving couriers, and delivery companies etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Are arriving packages and mail being visually inspected for any anomalies?	<input type="checkbox"/>	<input type="checkbox"/>	
Are arriving packages and mail periodically screened before being distributed?	<input type="checkbox"/>	<input type="checkbox"/>	

5.) Shipping and Receiving, if applicable.

- Are drivers delivering or receiving cargo being positively identified before the cargo is received or released?
- Is arriving cargo being reconciled against the information on the manifest?
- Are all anomalies investigated and the appropriate parties notified?
- Are loaded and empty trailers/containers being checked for integrity prior to destuffing or loading?
- Are all security seal procedures being properly followed?

Are there any other deficiencies or areas of concern?

Name: _____ Title: _____

Date: _____ Location: _____

Date of last Assessment: _____