

Cole International / Abco Security Sweep Assessment

Managers

Random, unannounced security (and building / structure integrity) assessments should be conducted at your location at least once per month.

Suggested areas for review are listed below:

Yes No N/A

1.) Building Security and Integrity

- Are all doors and windows properly locked? Are windows, doors & locks in good workign condition? Yes No
- Is there proper interior and exterior lighting? Is lighting in good working condition? Yes No
- Are security systems properly activated? Does the system appear to be in good working order? Yes No N/A

Note: On your walkthrough, review the overall condition of the interior and exterior of the building, and comment below on the general condition and any repairs or alterations that may be required.

2.) Access to Office and Secure Areas

- Are visitors being requested for proper ID? Yes No
- Are visitors properly logging in? Yes No
- Are visitors wearing visitors badges and escorted while in our facility? Yes No
- Are meetings held in meeting/board rooms if available as opposed to at desks? Yes No
- Are visitor badges retrieved? Yes No
- Are unauthorized persons challenged and removed? Yes No

3.) Data and Document Security

- Are blank forms securely stored? Yes No
- Are customs and freight related documents properly stored? Yes No
- Are proper document disposal procedures being followed? Yes No
- Are IT policies and procedures being followed? Yes No

4.) Packages and Mail

- Is proper vendor and/or photo ID being requested from all arriving couriers, and delivery companies etc? Yes No

