



Daily Security Routine

We suggest you use this check-list to validate your business' key security elements. This evaluation done at opening time, closing time and during the day will take a few minutes of your time and allow to verify certain aspects in order to protect your goods and merchandise.

Feel free to add to this list any other feature specific to your business.

Date: _____ Person in charge: _____

WHEN OPENING YOUR BUSINESS

- Does everything seem to be in order, without any trace of a break-in?
- Have the doors or any other accesses been forced?
- Have any of the windows been forced?
- Is the alarm system deactivated?
- Does the electronic monitoring system work properly?
- Are the following entrances properly locked?
 - staircases/elevators
 - offices
 - warehouses
 - washrooms
 - main entrances
 - other entrances
 - emergency exits
 - trap doors or accesses to the roof
 - window
- Are the following items locked?
 - safes
 - cashboxes
 - computers

DURING OPENING HOURS

- Do you withdraw money from the cash registers regularly?
- Are your debit and credit card transactions done according to normal procedures?
- Are the procedures for payment by cheques observed?
- Are the cash deposits handled safely?
- Have your employees been sensitized to observing the following:
 - suspicious individuals;
 - suspicious vehicles;
 - delivery and reception of merchandise;
 - access to the docks and warehouses.

DURING CLOSING TIME

- Have you removed articles of value from display shelves and stored them in a locked and secure location?
- Have you stored valuable equipment under lock and key?
- Are the cash drawers open and empty?
- Are the following accesses locked?
 - staircases/elevators
 - offices
 - warehouses
 - washrooms
 - main entrances
 - other entrances
 - emergency exits
 - trap doors or accesses to the roof
 - windows
- Are the following items locked?
 - safes
 - cashboxes
 - computers
- Is the lighting working properly?
 - Inside
 - Outside, in the front and in the rear
- Before leaving, is anyone left inside the premises?
 - washrooms
 - closet-spaces
 - offices
 - staircases/elevators
 - or any other space (less than one cubic meter) in which a person can hide.
- Is the integrated security system (alarm and video camera) activated and does it work properly?
- Is the security alarm system activated and does it work properly?
- Are the walls alongside the establishment clear of any objects?
- Are the lights outside lit and properly working?
- Are the gates locked?



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