

# Warehouse Security Audit Checklist

Company:

Date:

## Perimeter Security

- Are physical barriers, like fences and gates, in place to prevent unauthorised access?
- Are gates, fences, and walls maintained in good condition, with no gaps or weaknesses?
- Are entry points restricted to a few controlled areas, rather than multiple open gates?
- Are all warehouse entrances and exits secured and monitored?
- Is there adequate lighting around the facility to deter intruders?
- Are there blind spots in surveillance coverage where criminals could hide?
- Do security patrol routes cover all vulnerable areas?



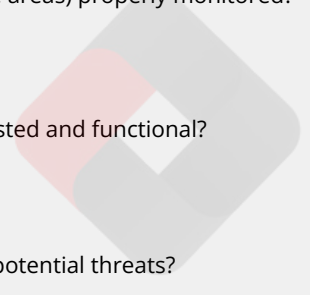
## Access Control Measures

- Are entry and exit procedures clearly defined for employees, visitors, and delivery personnel?
- Are your access control systems (e.g., biometric, key card, or keypad) functioning properly?
- Are access systems regularly updated or deactivated for employees who leave or change roles?
- Are there appropriate barriers in place at all access points?
- Is entry monitored at all major access points?
- Do you have restricted access levels for sensitive areas?
- Is there a procedure for verifying visitor identity and issuing temporary access passes?



## Surveillance and Monitoring

- Are all key areas of the warehouse (e.g., loading docks, high-traffic zones, and sensitive storage areas) properly monitored?
- Is CCTV footage regularly reviewed or stored for a specific period?
- Is there real-time monitoring in place on your site (not just recorded footage)?
- Are existing security systems (e.g., motion detectors, alarm systems, and cameras) regularly tested and functional?
- Is there remote access to surveillance footage for monitoring off-hours?
- Do you have visible signage to warn intruders that the premises are under surveillance?
- Are your employees or security personnel aware of how to use surveillance systems to act on potential threats?



## Inventory and Asset Management

- Is there a strong inventory control system in place to track stock levels?
- Are physical counts regularly conducted to reconcile digital records?
- Are high-value items stored in secure or restricted areas?
- Are inventory discrepancies investigated and resolved promptly?
- Is access to inventory restricted to authorised personnel only?
- Do you have a system for monitoring the movement of goods in and out of the warehouse?
- Is inventory stored in a way that minimises the risk of damage or theft?



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## Employee and Visitor Security Policies

- Are employees required to wear ID badges at all times and use secure credentials for entry?
- Is access regularly reviewed based on roles or employment status?
- Are visitors signed in, issued badges, and escorted while on-site?
- Are access points restricted to authorised areas only?
- Are background checks conducted on all employees and temporary staff?
- Are employees and visitors required to sign out, return access devices, and undergo exit checks to prevent unauthorised removal of company property.



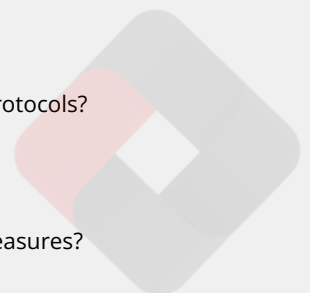
## Emergency Response

- Do you have an updated emergency response plan for various scenarios?
- Are regular emergency drills conducted to familiarise staff with procedures?
- Do employees know the locations of emergency exits and fire extinguishers?
- Is there a system in place for alerting employees and emergency responders in the event of an emergency?
- Are fire alarms and sprinklers tested regularly?
- Do you have emergency evacuation routes clearly marked throughout the facility?
- Are first-aid kits readily available and well-stocked?



## Staff Training and Awareness

- Do employees receive ongoing training on security protocols and emergency procedures?
- Are staff encouraged to report potential security threats?
- Do employees understand the importance of maintaining security and following established protocols?
- Is there a process in place for onboarding new employees regarding security policies?
- Are staff trained to recognise and handle suspicious activities or behaviours?
- Is there refresher training conducted periodically to keep employees up-to-date on security measures?



## Housekeeping and Cleanliness

- Are aisles and work areas kept clear to ensure safe movement?
- Are storage areas regularly cleaned and inspected for pest infestations?
- Are waste disposal systems in place to ensure proper handling of hazardous materials?
- Is trash and debris removed promptly to avoid creating tripping hazards?
- Are fire exits kept clear of obstacles at all times?
- Are hazardous materials labelled and stored in designated areas?
- Is there a schedule for routine cleaning and maintenance of the facility?

