

Security Audit



Feel Safe. Be Secure
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An AMA
Victoria
preferred
provider

A self assessment check list designed to identify the gaps in your security cover which could put your safety at risk.

For further information or a free appraisal

Call 1300 ARTSEC

ESSENTIAL SECURITY FOR 24/7 PROTECTION		✓
1.	A Monitored Electronic Security System with strategically located detection equipment to give early warning of attempted intrusion or a break-in.	<input type="checkbox"/>
2.	Effective Alarm Response arrangements including patrols with keys and code to allow access to the building for an internal check and to reset the security system.	<input type="checkbox"/>
3.	Alarm Monitoring Records kept current to facilitate efficient alarm processing and rapid response.	<input type="checkbox"/>
4.	Strobe Light and External Sirens fitted to the outside of the building showing that a security system is installed and to deter would-be intruders.	<input type="checkbox"/>
5.	Prominent Signage indicating systems such as Monitored Security and Video Surveillance are fitted to also deter would be-intruders.	<input type="checkbox"/>
6.	Smoke Detectors battery operated or hard wired for early warning of a fire to facilitate prompt evacuation of the building.	<input type="checkbox"/>
7.	Voice Codes - a simple password - to quickly identify authorised persons onsite at your property.	<input type="checkbox"/>
8.	Maintenance Checks regularly scheduled to ensure your security system is reliable.	<input type="checkbox"/>
9.	Regular appraisal of your changing security needs by a fully qualified, professional Consultant.	<input type="checkbox"/>

Additional Security you may wish to benefit from:		✓
1.	Access Control to restrict movement of unauthorised persons into, or within, the building and to provide <i>safe rooms</i> for personal safety in threatening situations or activities such as money handling, cash transactions and pharmaceutical storage.	<input type="checkbox"/>
2.	Closed Circuit Television (CCTV) sending images of selected areas of the building (internal and external) for viewing on your onsite computer screen or one at a remote location via the internet.	<input type="checkbox"/>
3.	Digital Video Recording (DVR) to record and store events captured by the CCTV cameras to use for purposes such as evidence or to identify repeat offenders/known suspects.	<input type="checkbox"/>
4.	Onsite Manpower – ranging from regular after hours site visits to static guards giving the added assurance of immediate assistance in threatening situations.	<input type="checkbox"/>

Additional Security you may wish to benefit from:		✓
5.	Regular Testing of all security equipment and emergency procedures including checking of detection devices for spiders, reapplying surface spray to surrounding areas and replacing batteries.	<input type="checkbox"/>
6.	Emergency Evacuation Procedures for rapid and efficient evacuation of the building.	<input type="checkbox"/>
7.	Individual Access Codes for easy identification of who has turned the security system on or off and when.	<input type="checkbox"/>
8.	Weekly Reports detailing the security system activity, including turn on and off times, to show <i>real usage</i> .	<input type="checkbox"/>
9.	Safe Rooms alarmed when access is not required providing secure areas for personal safety, to house valuable equipment such as computers, particularly laptops, and store sensitive stocks such as pharmaceuticals.	<input type="checkbox"/>
10.	Swipe Cards and Biometric Readers to allow only authorised people access into secure areas.	<input type="checkbox"/>
11.	Cable Locks to secure valuable equipment to desks such as laptops.	<input type="checkbox"/>
12.	Records of the Model and Serial Number of valuable items to assist identification by Police - also indelibly mark or engrave the item with an identifiable number eg. drivers licence, preceded by a V if in Victoria.	<input type="checkbox"/>
13.	Dedicated Fire Alarm System for prompt attendance by the Fire Brigade when a fire occurs (Industrial and commercial premises only).	<input type="checkbox"/>
14.	Entry Buzzers to alert your staff when people access main entry points of the building.	<input type="checkbox"/>
15.	Lock Up Procedures to ensure your property is secure and alarmed when vacant.	<input type="checkbox"/>
16.	Deadlocks/Deadbolts of a solid construction fitted on all external doors, windows, gates, sheds, electricity power boxes and manholes that are externally accessible.	<input type="checkbox"/>
17.	Clearly Visible Signage showing building number and house or company name to make your property easy to identify in emergency situations.	<input type="checkbox"/>
18.	A Clearly Visible Building free of <i>hiding places</i> for would-be intruders – trim trees and shrubs around your property, keep windows clear of posters and signs – do not give a thief protection while attempting a break-in or conceal criminals inside the building.	<input type="checkbox"/>
19.	Grills and Bars installed on vulnerable or unsecured windows such as louvre or slat types.	<input type="checkbox"/>
20.	Lockable Security doors fitted to all external doors providing an additional barrier to deter thieves.	<input type="checkbox"/>
21.	Lockable Bollards installed in access drives and paths to prevent vehicles being stolen and thieves backing trucks close to your building to easily remove your property.	<input type="checkbox"/>
22.	Security fencing and lockable gates open in design to hinder an intruder's access without providing a safe hiding place.	<input type="checkbox"/>

Review your security and upgrade your cover to ensure you are safe.

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2 7 8 7 3 2

for a tailored solution to all your security needs

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This checklist is to be used as a guide only and does not replace the professional advice of an experienced security consultant.

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