Physical Security Audit Checklist Template

Security Division

Audit Details

Audit Date		Auditor	
Location		Department	

Perimeter Security

Item	Compliant	Comments
Fencing/intact barriers		
Access control to premises		
Signage/Warning Signs		

Entry Controls

Item	Compliant	Comments
ID verification system		
Visitor logs maintained		
Locking mechanisms functional		

Surveillance

Item	Compliant	Comments
CCTV coverage areas		
CCTV maintenance records		
Lighting at entry and exit points		

Alarm Systems

Item	Compliant	Comments
Alarm test logs available		
Panic alarms accessible		
Alarm response protocols		

Emergency Preparedness

Item	Compliant	Comments
Evacuation routes posted		
Emergency contacts displayed		
Drill records available		

Other Observations

Description	Comments/Recommendations