

Branch Security Checklist Form

Branch Name

Location

Date

Inspected By

Physical Security

☐

All entry/exit doors secured

☐

Alarm systems functional

☐

Cameras operational

☐

Vault properly secured

Access Control

☐

Access card system working

☐

All staff wearing ID badges

☐

Visitor log maintained

Cash & Asset Security

☐

Cash drawers secured

☐

ATM safe & secure

☐

Night drop safe checked

Emergency Procedures

☐

Emergency exits accessible

☐

Fire extinguishers in place

☐

Panic buttons functional

Remarks / Findings

Reviewed By

Review Date