

Security Guard Shift Handover Checklist

Date:

Time:

Location / Site:

Outgoing Guard Name:

Incoming Guard Name:

Checklist Item	Status	Notes
Keys and Access Cards Handed Over	<input type="checkbox"/>	<div></div>
Equipment Checked (Radio, Flashlight, etc.)	<input type="checkbox"/>	<div></div>
Log Book/Incident Reports Reviewed	<input type="checkbox"/>	<div></div>
Status of Alarms/Systems Briefed	<input type="checkbox"/>	<div></div>
Ongoing Issues/Incidents Updated	<input type="checkbox"/>	<div></div>
Patrol Rounds Completed	<input type="checkbox"/>	<div></div>
Special Instructions Passed On	<input type="checkbox"/>	<div></div>

Additional Comments:

Outgoing Guard Signature:

Incoming Guard Signature: