

SOP Template: Security Personnel Shift Handover and Briefing Checklist

This SOP details the **security personnel shift handover and briefing checklist**, which includes procedures for effective communication between outgoing and incoming security staff, key updates on incidents and ongoing security concerns, equipment and resource status verification, assignment of duties for the upcoming shift, and documentation requirements. The goal is to ensure seamless continuity of security operations, maintain situational awareness, and uphold safety standards across all shifts.

1. Purpose

To establish a standardized procedure for shift handover and briefing between security personnel to ensure comprehensive coverage of security operations and effective transfer of critical information.

2. Scope

This SOP applies to all security personnel responsible for shift duties at [Facility/Location Name].

3. Responsibilities

- **Outgoing Security Personnel:** Provide a thorough handover briefing and accurate updates to the incoming personnel.
- **Incoming Security Personnel:** Attend the handover briefing, seek clarifications, and confirm receipt of handover information and equipment.
- **Security Supervisor:** Oversee adherence to handover protocols, verify checklists, and address any raised issues.

4. Shift Handover & Briefing Checklist

Item	Details/Notes	Completed (âœ“/âœ—)
1. Current Security Status	Overview of operating status, security post updates, and site-specific concerns.	
2. Incident Log Review	Summary of incidents during the shift, with actions taken and any follow-up required.	
3. Ongoing Security Concerns	Communicate unresolved issues, potential threats, watchlists, or areas requiring extra attention.	
4. Equipment & Keys Inventory	Verification of radios, keys, badges, alarm panels, flashlights, and other equipment.	
5. Resource & Facility Status	Check and report on critical resource availability (e.g. first aid kits, vehicles, PPE).	
6. Duty Assignments	Allocate patrol zones, static posts, or any special taskings for incoming staff.	
7. Updates from Management	Convey any new directives, SOP changes, or special instructions received from supervision.	
8. Communication Devices	Test radios/phones; confirm handover and operational readiness.	

Item	Details/Notes	Completed (“/”)
9. Access Control Points	Handover of visitor/access logs and status of gates, doors, and alarms.	
10. Documentation Sign-Off	Both outgoing and incoming personnel sign checklist and occurrence books/logs.	

5. Documentation

- All entries must be made in the official Security Log Book/Occurrence Register.
- Checklists must be dated, signed by both outgoing and incoming personnel, and filed for records.

6. References

- Security Operations Manual
- Incident Reporting Procedures
- [Other relevant protocols or guidelines]

7. Revision History

Version	Date	Description of Change	Author/Reviewer
1.0	[YYYY-MM-DD]	Initial SOP template release	[Name/Position]