

SOP: Daily Store Opening and Closing Safety Checks

This SOP details the **daily store opening and closing safety checks** to ensure a secure environment for employees, customers, and assets. It includes procedures for inspecting security systems, verifying alarm functionality, checking for potential hazards, confirming proper lighting, securing entrances and exits, and documenting any irregularities. The goal is to maintain a safe and operational store atmosphere from the start to the end of each business day.

1. Purpose

To define the standard procedures for opening and closing the store safely, minimizing risks to people and property.

2. Scope

This SOP applies to all staff responsible for opening and closing the store premises daily.

3. Responsibilities

- **Store Manager:** Ensure compliance with the SOP; review and address safety reports.
- **Opening/Closing Staff:** Complete and document all checks as outlined.

4. Procedure

4.1 Opening Checks

1. Arrive at the store at least 15 minutes prior to opening time.
2. Visually inspect the store's exterior for signs of forced entry or suspicious activity.
3. Disable the alarm system and confirm proper alarm disarm status.
4. Check lighting (inside and outside); replace/report any faulty bulbs.
5. Check all entrance and exit points for proper locking/unlocking and clear access.
6. Inspect for hazards (spills, obstacles, damaged flooring, etc.).
7. Confirm CCTV/video surveillance is operational.
8. Document any irregularities in the logbook and report immediate concerns to management.

4.2 Closing Checks

1. Visually inspect all areas to ensure all customers and unauthorized persons have left.
2. Verify all cash/registers and sensitive materials are secured appropriately.
3. Turn off equipment/lights as per store policy, except necessary security lighting.
4. Double-check all doors and windows are securely locked.
5. Arm the alarm/security system and confirm activation.
6. Review CCTV/video systems for any suspicious activity before leaving.
7. Log completion of closing checks and note any irregularities or maintenance needs.

5. Documentation

All safety checks and irregularities should be recorded in the Store Safety Log:

Date	Check Type (Open/Close)	Completed By	Irregularities/Comments	Manager Review (Initials)

6. Review and Training

- All staff responsible for opening/closing must be trained on this SOP.
- SOP reviewed annually and updated as needed.

Note: In case of emergencies, staff must follow store Emergency Response Procedures immediately.

