

Standard Operating Procedure (SOP): Securing and Inspecting Entry Points and Alarm Systems

This SOP details the procedures for **securing and inspecting entry points and alarm systems**, encompassing regular checks of doors, windows, gates, and access controls to prevent unauthorized entry, as well as testing and maintaining alarm systems to ensure functionality. The goal is to enhance security measures, promptly identify vulnerabilities, and maintain a safe environment through systematic inspections and timely interventions.

1. Purpose

To establish a standardized process for inspecting and securing all entry points and alarm systems to prevent unauthorized access and ensure proper functioning of security measures.

2. Scope

This SOP applies to all security personnel and facilities management staff responsible for physical security; it covers all controlled access points and alarm systems within the premises.

3. Responsibilities

- **Security Personnel:** Conduct inspections, secure entry points, and test alarms per schedule.
- **Facilities Manager:** Oversee corrective actions, maintenance, and ensure compliance.
- **Alarm System Vendor (if applicable):** Perform advanced troubleshooting and technical servicing.

4. Procedure

Step	Action	Responsible
1	Review previous inspection reports and log sheets for outstanding issues.	Security Personnel
2	Conduct a walkthrough of all entry points (doors, windows, gates).	Security Personnel
3	Check physical integrity: Ensure locks, hinges, and frames are intact; look for signs of tampering.	Security Personnel
4	Verify that all entry points are locked or secured as per protocol.	Security Personnel
5	Inspect access control devices: badge readers, biometric devices, keypads for functionality.	Security Personnel
6	Test alarm systems: Activate test mode (per manufacturer instructions) and confirm alarms are triggered at each point.	Security Personnel
7	Reset and verify alarm systems revert to normal operation after testing.	Security Personnel
8	Record findings, deficiencies, and actions taken in the Security Inspection Log.	Security Personnel
9	Report issues requiring repair or further action to Facilities Manager.	Security Personnel
10	Follow up on corrective actions and confirm resolution of outstanding issues.	Facilities Manager

5. Frequency

- Daily: Visual checks and securing of entry points during opening/closing procedures.
- Weekly: Comprehensive inspection and alarm system testing.
- As Needed: After incidents, repairs, or when new vulnerabilities are identified.

6. Documentation

- Security Inspection Log
- Alarm System Test Records
- Incident and Maintenance Reports

7. Corrective Actions

Any malfunctioning entry point or alarm must be reported immediately. Initiate repairs or escalate to appropriate vendors as necessary. Monitor fixes to completion and document all actions.

8. Review and Update

This SOP should be reviewed annually or after any significant security incident to ensure its continued effectiveness and relevance.

9. References

- Security Policy Manual
- Alarm System Manufacturer Guidelines
- Building Emergency Procedures

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