Standard Operating Procedure (SOP): Final Security Check

Purpose

This SOP details the **final security check** process, encompassing verification that all doors and windows are securely closed and locked, ensuring the alarm system is properly set, and confirming that the premises are fully secured before leaving. The objective is to prevent unauthorized access, safeguard property, and maintain a safe environment through thorough end-of-day security protocols.

Scope

This procedure applies to all staff responsible for closing and securing the premises at the end of the day.

Responsibilities

- Ensure all entry and exit points are checked and secured.
- Follow the outlined security checklist before vacating the building.
- Report any irregularities or security concerns to the appropriate authority.

Procedure

1. **Doors Check:**
   - Inspect all external and internal doors.
   - Ensure each door is properly closed and locked.
   - Verify that no unauthorized persons remain inside.

2. **Windows Check:**
   - Inspect all windows on every floor and section.
   - Confirm windows are closed, secured, and locked.

3. **Alarm System:**
   - Check alarm system status and readiness.
   - Set or activate the alarm system according to standard protocol.
   - Verify successful activation via panel or confirmation signal.

4. **Final Walk-through:**
   - Do a sweep through all accessible areas to ensure no one is inside.
   - Check for any unusual activity, hazards, or items left behind.

5. **Log and Report:**
   - Complete and sign the security checklist/logbook.
   - Report any incidents or issues encountered during the check.

Documentation

- Security Checklist (signed and dated)
- Incident Report Form (if required)
- Alarm activation/deactivation log (if applicable)

Review & Revision

This SOP should be reviewed annually or after any security incident, and updated as necessary to ensure continued safety and effectiveness.