

SOP Template: Security Inspection and Emergency Exit Check

This SOP describes the procedures for **security inspection and emergency exit check**, including routine security patrols, identification and reporting of potential security breaches, verification of lock and access control systems, ensuring emergency exits are unobstructed and functional, regular testing of emergency lighting and alarms, and documentation of inspection results. The aim is to maintain a secure environment and guarantee safe and effective evacuation routes during emergencies.

1. Purpose

To outline standard procedures for conducting security inspections and emergency exit checks to ensure safety, compliance, and prompt emergency evacuation capabilities.

2. Scope

This SOP applies to all security personnel and facility management staff responsible for the safety and security of the premises.

3. Responsibilities

- **Security Personnel:** Conduct inspections and patrols as defined below, report findings, initiate immediate corrective actions if possible.
- **Facility Manager:** Oversee inspection programs, address reported deficiencies, ensure corrective actions are implemented.
- **All Staff:** Report any observed security or emergency exit issues to security personnel or management.

4. Procedures

4.1 Routine Security Patrols

- Conduct patrols according to a predefined schedule (e.g., hourly, daily).
- Visually inspect all access points, corridors, and critical areas for unauthorized persons, suspicious activity, or hazards.

4.2 Identification and Reporting of Security Breaches

- Immediately report any evidence of forced entry, tampering, or other breaches to supervisor/management.
- Document incident details in the security log.

4.3 Verification of Lock and Access Control Systems

- Check all locks and electronic access devices for proper operation.
- Ensure all designated doors are secured outside of working hours.

4.4 Emergency Exit Inspections

- Ensure all emergency exit doors and pathways are unobstructed, unlocked (when required), and clearly marked.
- Check for proper signage and operational push bars or panic hardware.

4.5 Regular Testing of Emergency Lighting and Alarms

- Test emergency lighting and exit signs as per the maintenance schedule (e.g., monthly).
- Conduct alarm sound tests to confirm readiness and audibility in all areas.

4.6 Documentation of Inspection Results

- Complete inspection checklists for each patrol and emergency exit review.
- Record findings, deficiencies, corrective actions taken, and follow-up requirements.
- Submit completed reports to facility management or designated authority.

5. Records and Documentation

Document Name	Responsible	Retention Period
Security Inspection Checklist	Security Personnel	1 year
Incident Report	Security Personnel/Manager	3 years
Maintenance/Test Records	Facility Manager	3 years

6. Review and Evaluation

- Review SOP annually and after any major incident or drill.
- Update procedures as necessary to address new risks or regulatory requirements.

7. References

- Local fire codes and building safety regulations
- Company security policy manuals
- Manufacturer recommendations for emergency equipment

8. Revision History

Version	Date	Description	Approved By
1.0	2024-06-23	Initial release	Security Manager