

Standard Operating Procedure (SOP): End-of-Day Security Checks and Reporting Discrepancies

This SOP details the **end-of-day security checks and reporting discrepancies** process, including thorough inspection of all entry points, verification of alarm systems, ensuring secure locking of doors and windows, reviewing surveillance footage, documenting any irregularities or suspicious activities, and timely reporting of discrepancies to the security management team. The goal is to maintain a secure environment by preventing unauthorized access and promptly addressing potential security issues.

1. Purpose

To establish a clear, systematic process for conducting end-of-day security checks and to ensure timely reporting and resolution of any discrepancies identified during checks.

2. Scope

This SOP applies to all security personnel responsible for site security at close of operations.

3. Procedure

- 1. Inspection of Entry Points:**
 - Physically inspect all exterior doors, gates, and windows.
 - Ensure all entry points are secure and show no signs of tampering.
- 2. Alarm System Verification:**
 - Check that all alarms are activated and operational.
 - Test system status on the central panel.
- 3. Checking Locks on Doors and Windows:**
 - Confirm all locks are engaged and operational.
 - Investigate and resolve any difficulties locking entry points.
- 4. Reviewing Surveillance Footage:**
 - Review footage for the past 24 hours for suspicious activities or irregularities.
- 5. Documenting Irregularities:**
 - Record any irregularities, damages, or suspicious activities in the security log.
- 6. Reporting Discrepancies:**
 - Immediately report all discrepancies or security breaches to the security management team using the standard incident report form.
- 7. Final Facility Walkthrough:**
 - Conduct a final walkthrough to confirm all areas are secure and unoccupied.

4. Documentation & Reporting

Item	Where to Record	Timeframe for Reporting
Security Check Results	End-of-Day Security Logbook	Immediately after checks are complete
Irregularities/Suspicious Activities	Daily Incident Report Form	Within 30 minutes of discovery
Discrepancies/Security Breaches	Incident Escalation Report	Immediately (<15 minutes of discovery)

5. Responsibilities

- **Security Personnel:** Follow checklist, conduct inspections, document, and report findings.
- **Security Supervisor:** Review logs, verify corrective actions, escalate critical issues.
- **Security Management Team:** Analyze reports, initiate investigations, implement preventive measures.

6. References

- Company Security Policy Manual
- Emergency Procedures Guide