

# Branch Security Checklist

## Financial Services

### ACCESSIBILITY

Were access control fitted in all operational doors?

☐ Yes☐ No☐ NA

Were access control to secured areas placed correctly?

☐ Yes☐ No☐ NA

Did you notice any security checks being carried out at the time of accessing/leaving the secure areas?

☐ Yes☐ No☐ NA

Were the searches recorded correctly?

☐ Yes☐ No☐ NA

Were the access tags disabled when a person is absent?

☐ Yes☐ No☐ NA

Were the access tags removed/deleted when the person is terminated/transferred?

☐ Yes☐ No☐ NA

Were the visitors access control policy and procedure well kept?

☐ Yes☐ No☐ NA

### ALARM FACILITY

Were the panic buttons clearly marked and available in key areas?

Yes

No

NA

Were the staff aware of the whereabouts of the panic buttons?

Yes

No

NA

Were the emergency exits fitted with emergency key attached to an alarm?

Yes

No

NA

Were the glass on the Key Guard Box secured and in good condition?

Yes

No

NA

Were the Evacuation drills performed and documented regularly?

Yes

No

NA

## ARMS

Were the CPC audits audits being conducted and recorded?

Yes

No

NA

Were the Global Lock audits conducted and recorded?

Yes

No

NA

Were all the all spare VMS/VTD's kept in a secure location and are all accounted for?

Yes

No

NA

Were the the CPC table key register kept in place?

☐ Yes☐ No☐ NA

Did you notice the the firearm permits updated and correct?

☐ Yes☐ No☐ NA

Were the customer fob keys updated and deleted wherever applicable?

☐ Yes☐ No☐ NA

Were the firearm register updated?

☐ Yes☐ No☐ NA

Were the firearms in good condition?

☐ Yes☐ No☐ NA

Were the Branch Make Safe secured?

☐ Yes☐ No☐ NA

Did you notice bullet proof vests provided to all road staff?

☐ Yes☐ No☐ NA

## AUDIT VERIFICATION

Attach images

UPLOAD

Mention Auditor Name

Mention the date of audit

Please validate with your signature

SIGNATURE

## CCTV CAMERA

Were all cameras working properly?

Yes

No

NA

Were the camera correctly placed(focussed effectively/cover specifics)?

Yes

No

NA

Were the camera footage clearly visible?

Yes

No

NA

Were the DVR's in the served room secured inside a rack?

Yes

No

NA

Were the server room locked at all times?

Yes

No

NA

Were the footage retained for the correct length of time (90 days)?

Yes

No

NA

Were the procedure in place for the release of evidential material for investigations?

Yes

No

NA

## CLEANLINESS

Were the premise entrance neat and clean?

Yes

No

NA

Were the loading bays well maintained?

Yes

No

NA

Were the staff toilet/ recreation area clean?

Yes

No

NA

Were the garden area well maintained?

Yes

No

NA

Did you notice any flagpoles in working condition?

Yes

No

NA

Were the private vehicles parked outside the branch area?

Yes

No

NA

## CONDITION OF THE EXTERIOR

Did you notice any electric fence?

Yes

No

NA

Were the electric fence in working condition?

Yes

No

NA

Did the NCC respond to the alarm after testing the fence?

Yes

No

NA

if the alarm goes on, will the Armed Response Company respond to it?

Yes

No

NA

Were the perimeter free of obstructions to aid scaling of the fence?

Yes

No

NA

Did you find the premises well lit at night?

Yes

No

NA

Were the immediate premises free of clutter and foliage?

Yes

No

NA

## CONTROL AREA

Were there any Access Control (authorised) available?

Yes

No

NA

Were the Access Register correctly completed and updated?

Yes

No

NA

Was the Control Room neat and tidy?

Yes

No

NA

Was the Sufficient controller compliment?

☐ Yes☐ No☐ NA

Was the SOP's and Instructions displayed well?

☐ Yes☐ No☐ NA

Was the vehicle tracking operational and active?

☐ Yes☐ No☐ NA

Was the Controller dressed appropriately?

☐ Yes☐ No☐ NA

Was the Vehicle Log Sheet updated and in use?

☐ Yes☐ No☐ NA

Did the Controller know the current location of the vehicles?

☐ Yes☐ No☐ NA

Was the safe codes requested, generated and issued properly?

☐ Yes☐ No☐ NA

Was the location of the vehicles confirmed prior to issuing safe codes?

☐ Yes☐ No☐ NA

Did the management sign, utilise and updated the OB book

☐ Yes☐ No☐ NA

Is there sufficient verbal communication between the Control Room and the

vehicles?

Yes

No

NA

## COUNTING AREA

Did you notice any staff locker facility?

Yes

No

NA

Are all personal belongings stored outside the working area (in lockers)?

Yes

No

NA

Was the CCTV coverage sufficient?

Yes

No

NA

Was the visitor's register in use?

Yes

No

NA

Was the search procedures in place and correctly complied with?

Yes

No

NA

Was the float books in order and updated?

Yes

No

NA

Did the management sign the float books?

Yes

No

NA

Does the physical cash count of floats balance with the electronic and manual float registers?



☐ Yes☐ No☐ NA

Was the specimen signatures updated?

☐ Yes☐ No☐ NA

Were the panic buttons clearly marked?

☐ Yes☐ No☐ NA

Were the staff toilet locked and were the staff checked properly before leaving?

☐ Yes☐ No☐ NA

## DOORWAY

Did you notice any interlocking doors?

☐ Yes☐ No☐ NA

If yes, were it regularly checked?

☐ Yes☐ No☐ NA

Did you notice any turnstiles (other than emergency exit) on the premises?

☐ Yes☐ No☐ NA

Were the turnstiles working properly?

☐ Yes☐ No☐ NA

Were turnstiles fitted at the exterior of each emergency exit?

☐ Yes☐ No☐ NA

Were they secured and opening only one way?

Yes

No

NA

Were the turnstiles controlled via biometric, card reader and push button?

Yes

No

NA

## ENTRY AND EXIT

During opening the branch were all the procedures being followed?

Yes

No

NA

Did you find the main gate a double gate (vehicle trap)?

Yes

No

NA

Were the main gates in working condition?

Yes

No

NA

Were the main gates interlocked?

Yes

No

NA

Were brackets used to lock the gate motors?

Yes

No

NA

At night were the blocking vehicles used at the inside and outside loading bays?

Yes

No

NA

Were any roller shutter doors available?

☐ Yes☐ No☐ NA

Were the roller shutter doors in working condition?

☐ Yes☐ No☐ NA

Did you notice roller shutter doors operated from the Control Room/ Boxroom?

☐ Yes☐ No☐ NA

Are the roller shutter doors available whenever a vehicle enters/ exits the loading bay?

☐ Yes☐ No☐ NA

## HEALTH AND SAFETY MEASURES

Were all incident reports completed for all Hazards, Near Misses and Incidents?

☐ Yes☐ No☐ NA

Were all employees briefed of safety issues register in place?

☐ Yes☐ No☐ NA

Were Health & Safety posters displayed?

☐ Yes☐ No☐ NA

Are safety meetings being held monthly (view minutes)?

☐ Yes☐ No☐ NA

Were the evacuation procedures in place?

☐ Yes☐ No☐ NA

## KEYS

Were the Vehicle keys available?

Yes

No

NA

Were the Property keys available?

Yes

No

NA

Were the Customer spare keys available?

Yes

No

NA

Were the Customer keys available?

Yes

No

NA

Were the electronic keys available?

Yes

No

NA

Were the Other branch spare keys available?

Yes

No

NA

Did you notice monthly signed copy (by the Branch Manager) available?

Yes

No

NA

## LIGHTS

Were the lights on the the building exterior working properly?

Yes

No

NA

Were the loading bays well lit?

Yes

No

NA

Were the lights on the inside perimeter in working condition?

Yes

No

NA

## LOCKER AREA

Did you notice all the procedures being followed at the time of opening the vault?

Yes

No

NA

Were the under counter safes properly closed and locked?

Yes

No

NA

Were the boxroom clean and dust free?

Yes

No

NA

Were the CCTV coverage sufficient?

Yes

No

NA

Were the chutes locked after use?

Yes

No

NA

Were the vault examined regularly?

Yes

No

NA

Were the access and search register updated?

Yes

No

NA

## MEETINGS AND REPORTS

Were the daily Ops Meetings held between Branch Manager and Seniors?

Yes

No

NA

Are the meetings recorded and are the measures taken?

Yes

No

NA

Is the Quality Report Register properly maintained?

Yes

No

NA

Are the monthly checks and and operational reports authorised?

Yes

No

NA

Is the monthly checks inspected by the ROD?

Yes

No

NA

Mention your overall comments

textarea

## PERSONNEL

Were the staff members well dressed?

Yes

No

NA

Were the staff wearing ID cards that were provided to them?

Yes

No

NA

Were the staff clean shaven?

Yes

No

NA

Were the admin staff well dressed?

Yes

No

NA

Were the company branded vehicles clean?

Yes

No

NA

Were the company branded vehicles roadworthy?

Yes

No

NA

Were the branded vehicles inspected regularly?

Yes

No

NA

## POWER BACK UP

Did you notice any generator available?

Yes

No

NA

If yes, were it regularly checked?

Yes

No

NA

Were the generators in working condition?

☐ Yes☐ No☐ NA

Were the generators locked properly?

☐ Yes☐ No☐ NA

Were the generators fuelled?

☐ Yes☐ No☐ NA

Were the UPS available (supply power to aircons/lights)

☐ Yes☐ No☐ NA

Were the UPS in working condition?

☐ Yes☐ No☐ NA

## SECURITY

Was there any armed guard available at the entrance gate?

☐ Yes☐ No☐ NA

Was the guard in full uniform with bullet proof vest?

☐ Yes☐ No☐ NA

Did the guard follow all norms before entering us to the branch?

☐ Yes☐ No☐ NA

Was the guard well armed?

☐ Yes☐ No☐ NA



Did the guard carry remote panic button?

Yes

No

NA

Was the guard room in good condition?

Yes

No

NA

Was the search instruction stuck to the wall?

Yes

No

NA

Was the gate guard instructions laminated and affixed to the wall?

Yes

No

NA

Did you notice any OB book?

Yes

No

NA

Were the general instructions updated in the OB book?

Yes

No

NA

Did you notice any staff members producing gate passes to allow access?

Yes

No

NA

Was the guard familiar with the correct searching procedures?

Yes

No

NA

## VEHICLE CONDITION

Was the vehicle road worthy?

☐ Yes☐ No☐ NA

Was the tracking device fitted in the vehicle?

☐ Yes☐ No☐ NA

Were the interlocking working on the vehicle?

☐ Yes☐ No☐ NA

Were the vehicle clean inside and out?

☐ Yes☐ No☐ NA

Were the dropsafe drawers properly fitted and cannot be removed easily?

☐ Yes☐ No☐ NA

Were the plate above the vault lock welded shut?

☐ Yes☐ No☐ NA

Were the system boxes sealed/secured?

☐ Yes☐ No☐ NA

Were the serious mechanical/safety issues being addressed?

☐ Yes☐ No☐ NA