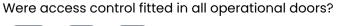
Branch Security Checklist

Financial Services







Were access control to secured areas placed correctly?



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



Were the searches recorded correctly?



Were the access tags disabled when a person is absent?

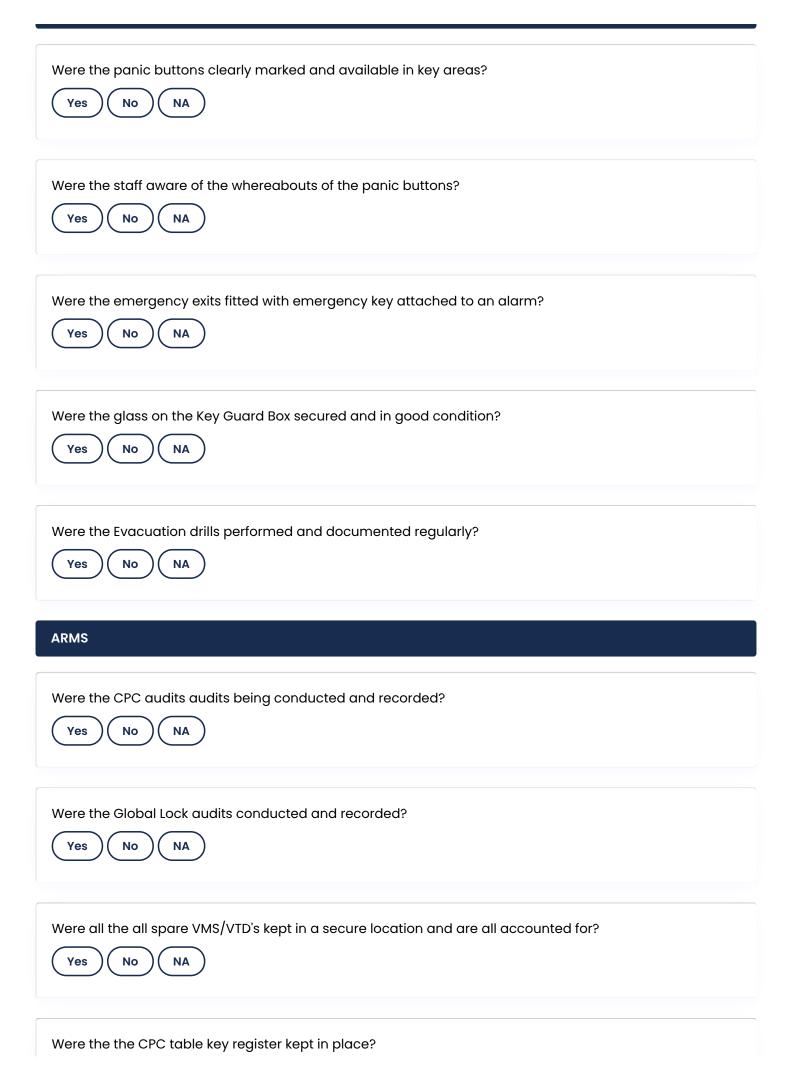


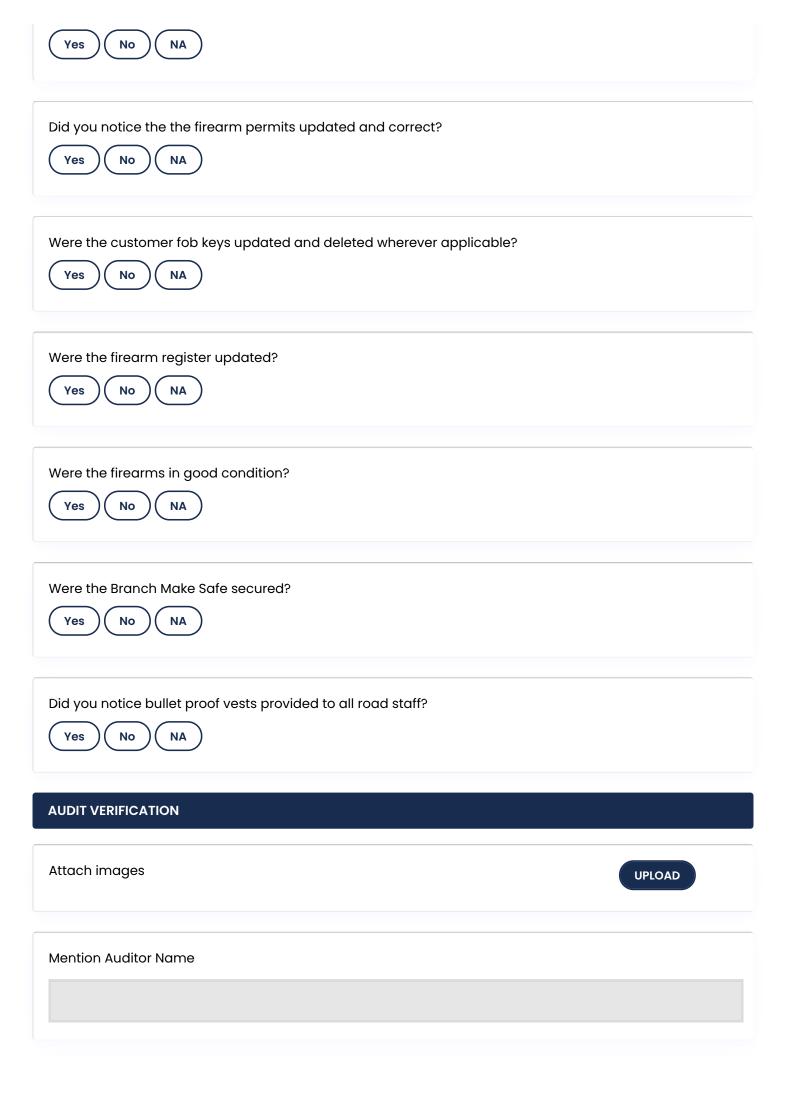
Were the access tags removed/deleted when the person is terminated/transferred?

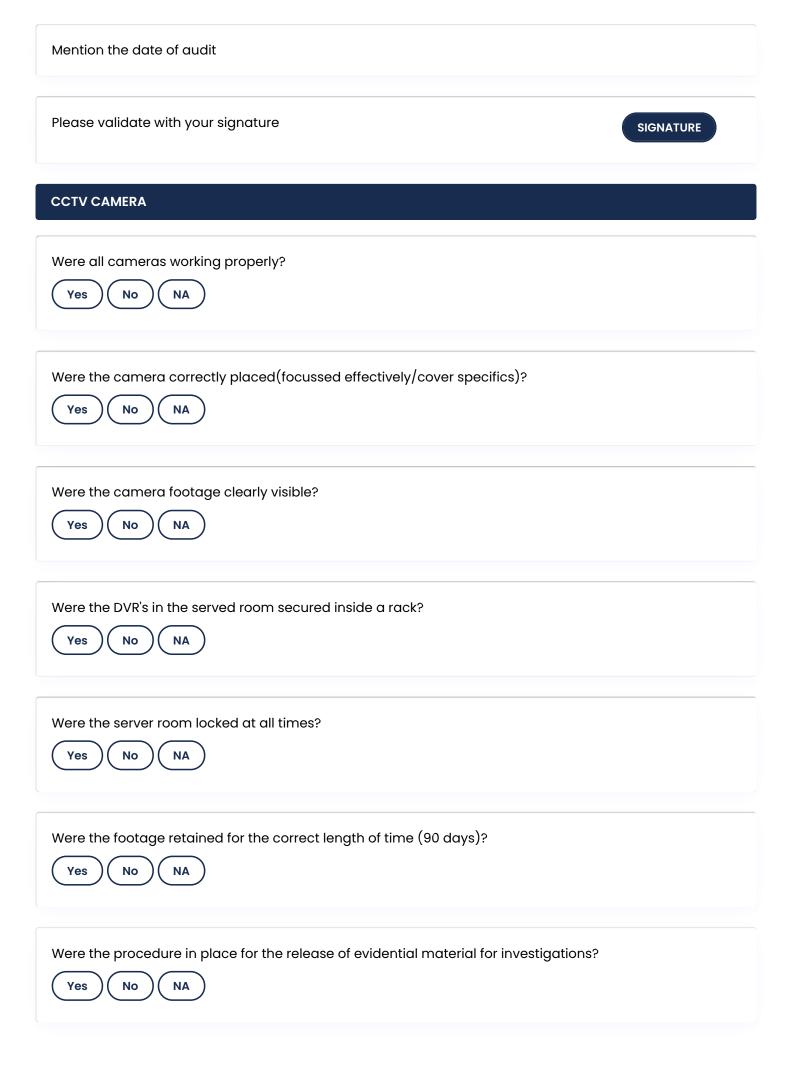


Were the visitors access control policy and procedure well kept?

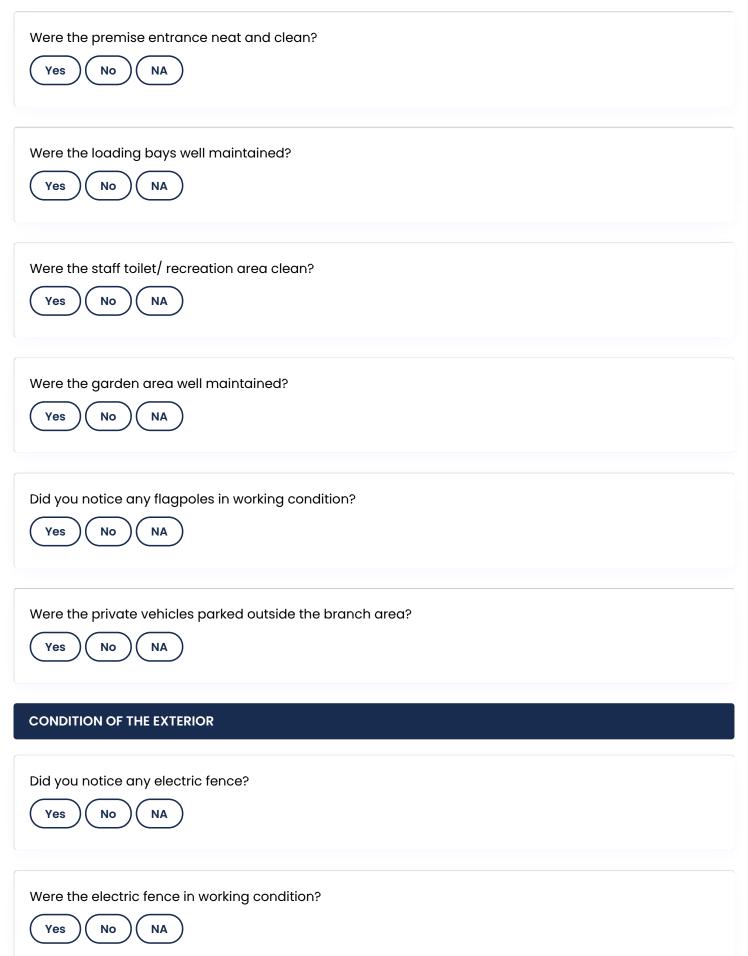


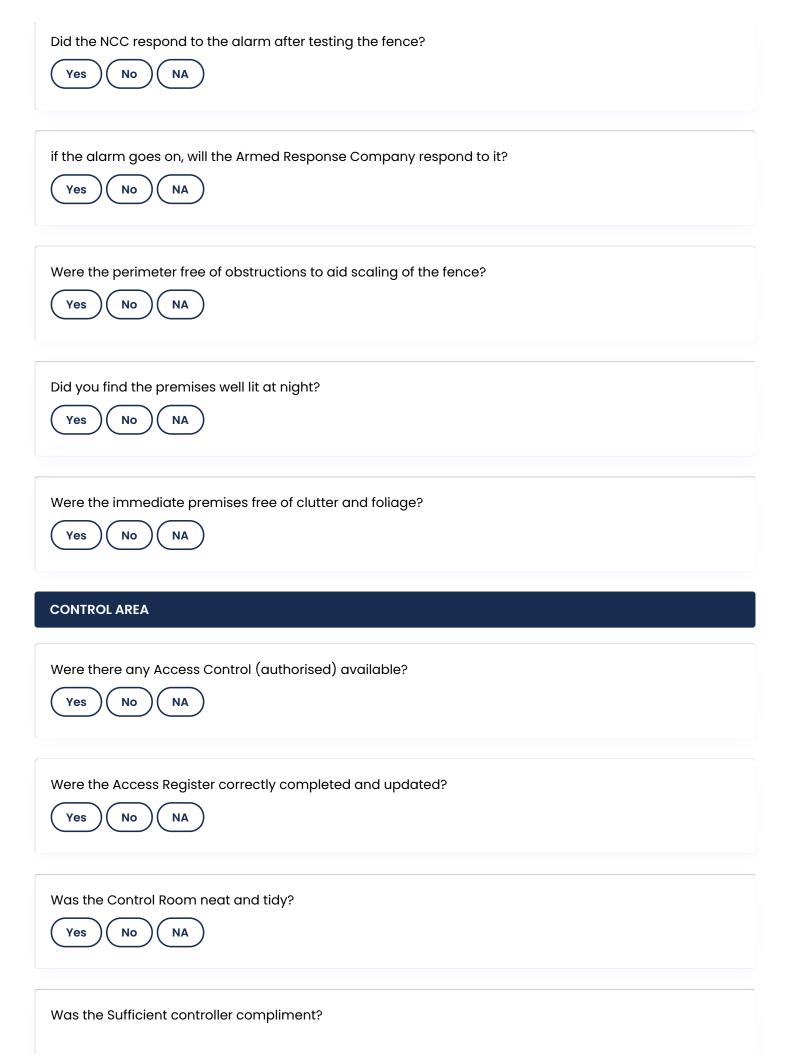


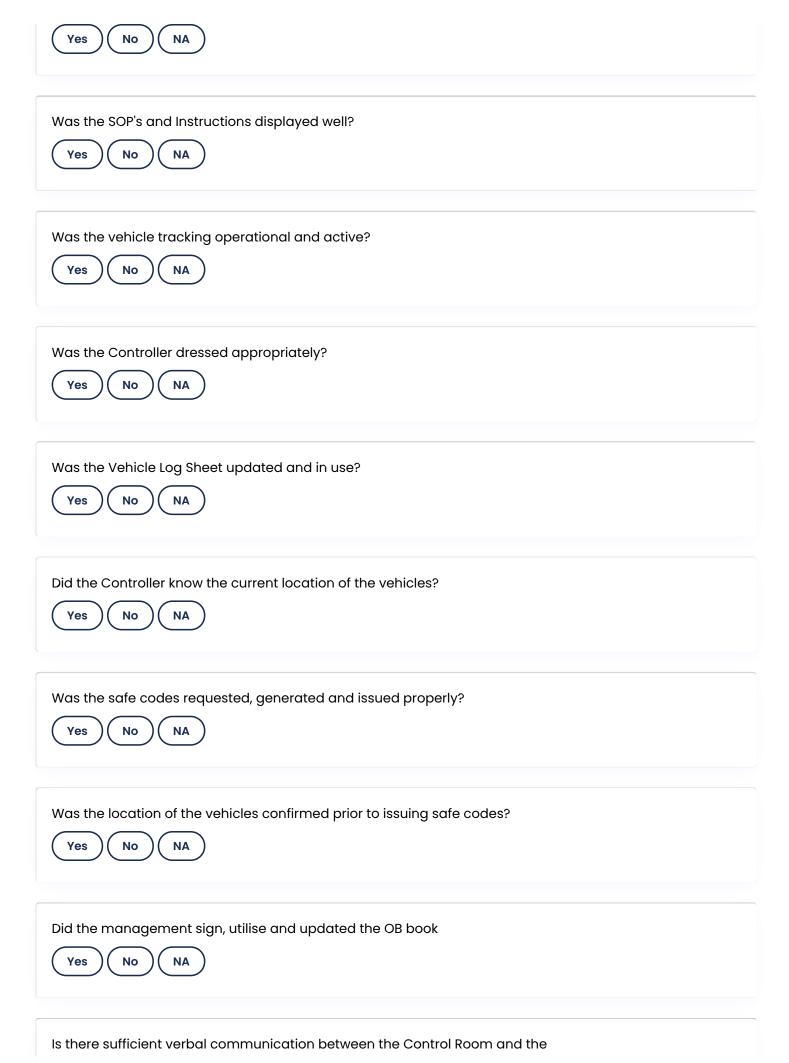


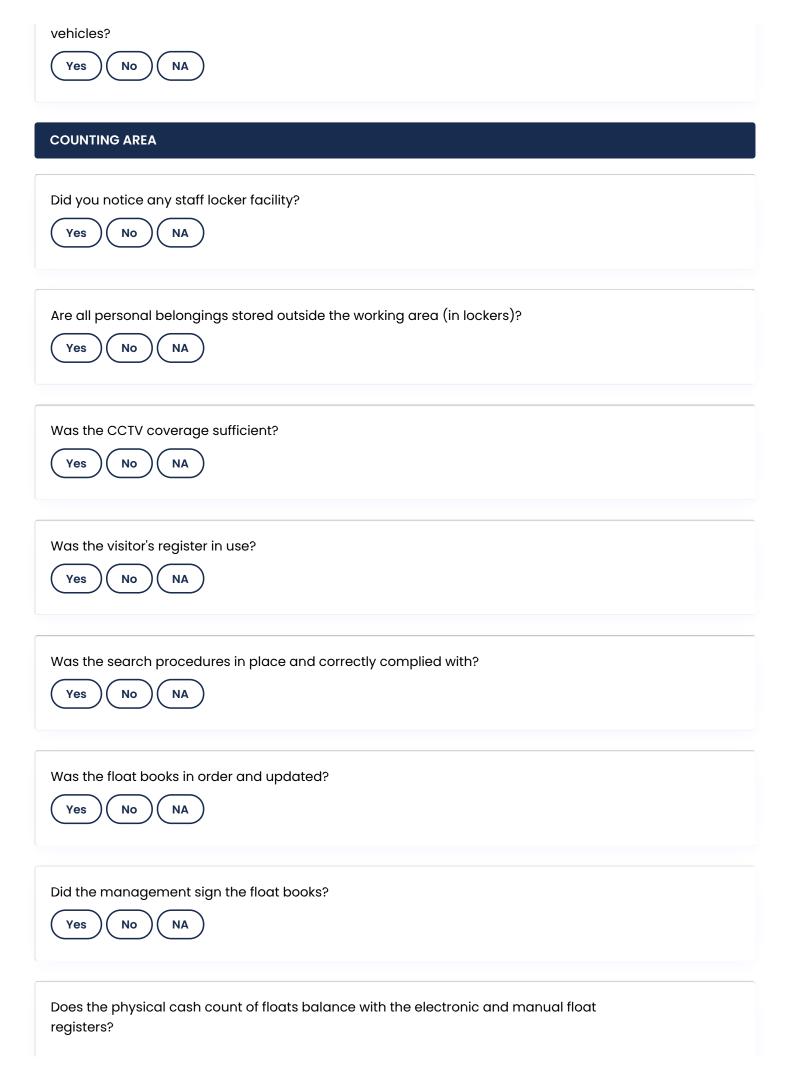


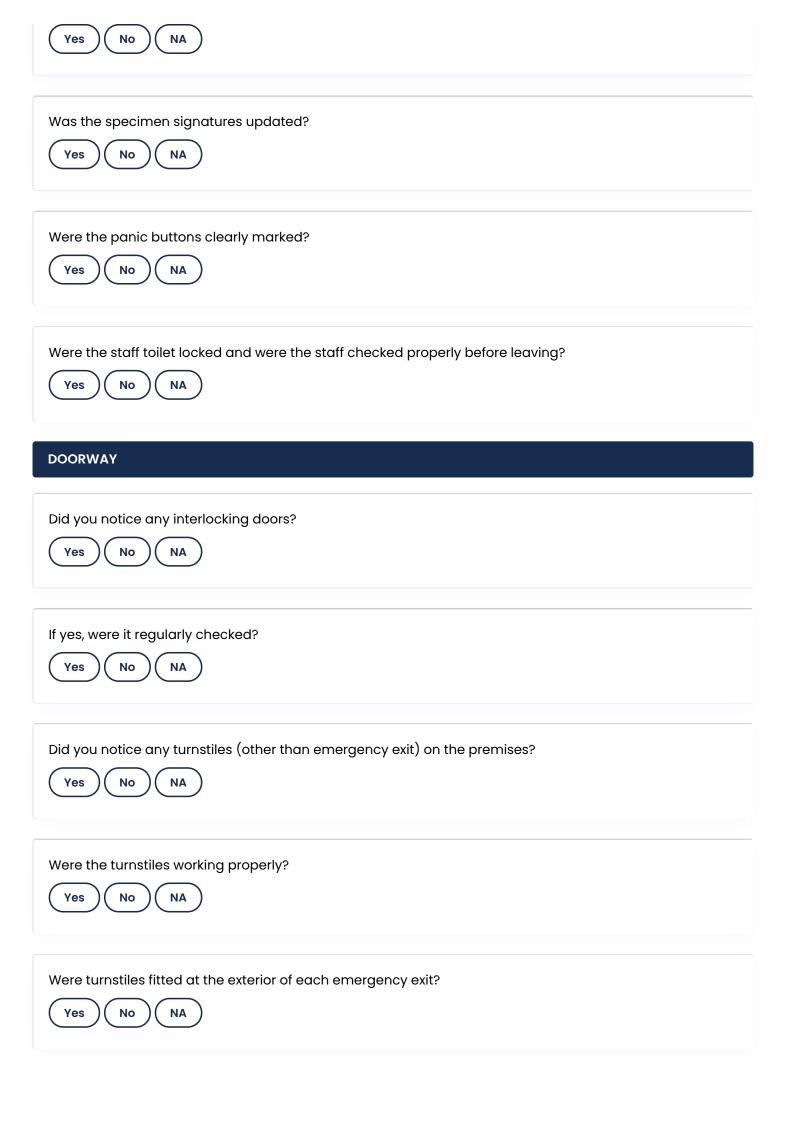
CLEANLINESS

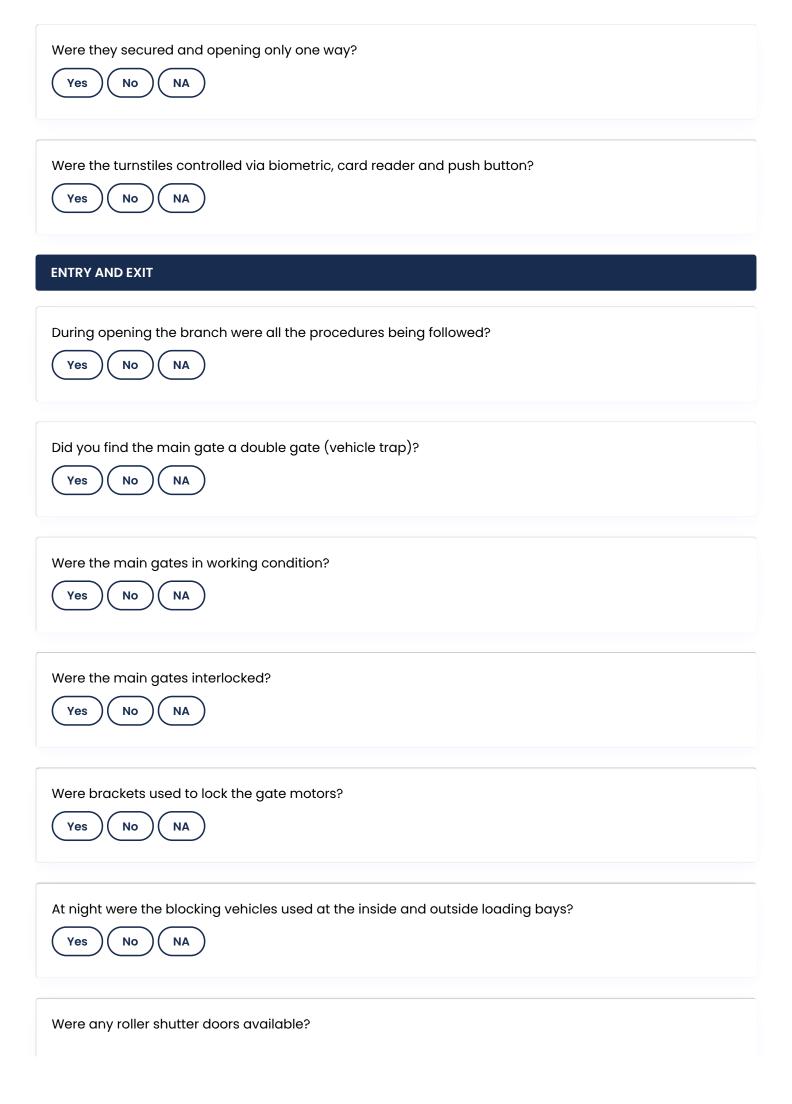


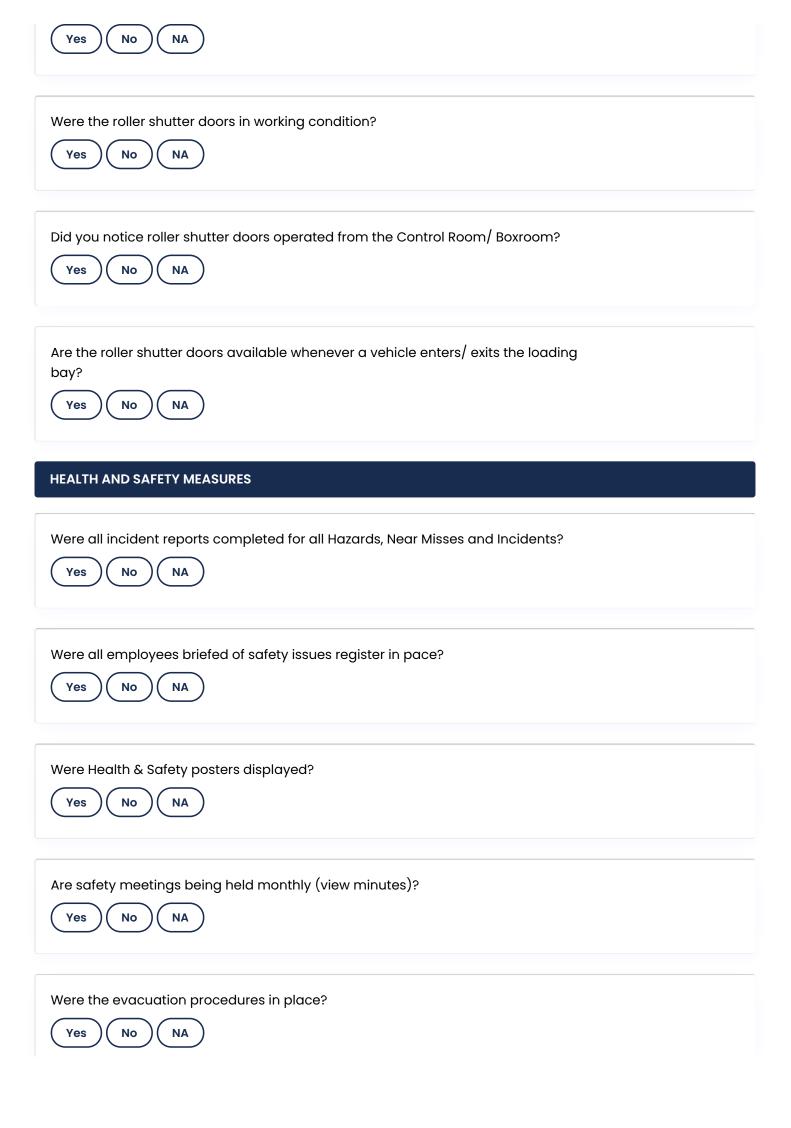












KEYS Were the Vehicle keys available? Yes No NA Were the Property keys available? Yes No NA Were the Customer spare keys available? Yes No NA Were the Customer keys available? NA Yes No Were the electronic keys available? No NA Yes Were the Other branch spare keys available? No Yes NA Did you notice monthly signed copy (by the Branch Manager) available? Yes No NA LIGHTS

Were the lights on the the building exterior working properly?



