

SECURITY SYSTEM AUDIT & ASSESSMENT

Physical & Electronic Security Evaluation Checklist

Facility Name / Location

Date of Assessment

Lead Auditor Name

Reference Standard / Policy

1. Perimeter & Physical Security

Assessment Criteria	Status (Pass / Fail / NA)	Notes / Observations
Perimeter fencing and gates are free of damage and clear of debris.	☐ P ☐ F ☐ N/A	
All external doors and emergency exits are secure and lock correctly.	☐ P ☐ F ☐ N/A	
Exterior security lighting provides adequate coverage without blind spots.	☐ P ☐ F ☐ N/A	
Signage indicating security presence/surveillance is visible.	☐ P ☐ F ☐ N/A	

2. Access Control Systems

Assessment Criteria	Status (Pass / Fail / NA)	Notes / Observations
Card readers, biometric scanners, and keypads are fully operational.	☐ P ☐ F ☐ N/A	
Access control logs are correctly recording entry and exit events.	☐ P ☐ F ☐ N/A	
Visitor management protocols and sign-in systems are followed.	☐ P ☐ F ☐ N/A	
Backup power supply (UPS/Battery) for access controllers is functional.	☐ P ☐ F ☐ N/A	

3. Video Surveillance (CCTV)

Assessment Criteria	Status (Pass / Fail / NA)	Notes / Observations
All camera lenses are clean, focused, and free of obstruction.	☐ P ☐ F ☐ N/A	-----
Camera angles cover all critical areas (entry/exit points, hallways).	☐ P ☐ F ☐ N/A	-----
Recording server/NVR is functional and storing data for required retention period.	☐ P ☐ F ☐ N/A	-----
Date and time stamps on all video feeds are synchronized.	☐ P ☐ F ☐ N/A	-----

4. Intrusion Alarms & Monitoring

Assessment Criteria	Status (Pass / Fail / NA)	Notes / Observations
Motion detectors and glass break sensors are tested and functional.	☐ P ☐ F ☐ N/A	-----
Panic buttons and silent alarms are tested and communication is verified.	☐ P ☐ F ☐ N/A	-----
Alarm signals successfully transmit to the Central Monitoring Station.	☐ P ☐ F ☐ N/A	-----

Deficiencies & Recommended Action Items

Auditor Signature

Facility Manager / Escort Signature