

SITE SURVEY REPORT

Security Patrol Record

Prepared for	Larkspur Retail Logistics Ltd
Date	3 Oct 2026
Site	Larkspur Distribution Centre, Daventry
Prepared by	W. Achebe

FORM

Security Patrol Record

1. Record details and scope

Project	Larkspur Distribution Centre, Daventry: night patrol (completed example)
Site or premises address	Larkspur Distribution Centre, Royal Oak Way, Daventry
Client or organisation	Larkspur Retail Logistics Ltd
Record date	3 Oct 2026
Person completing the record	W. Achebe

This is an observation and handover log, not a police report, authority to search people or a guarantee of security. Avoid unnecessary personal information and sensitive access codes.

HSE risk-management guidance supports identifying hazards and recording actions. A patrol record can document observations and escalation against site instructions; it does not establish that every area was safe or secure.

2. Patrol assignment

Site and assignment instruction reference	Assignment instructions LRL-AI-07 rev 3, night patrol 2
Patrol officer and shift	W. Achebe, security officer, night shift 19:00 to 07:00
Authorised route and checkpoints	Route B: gatehouse, yard and trailer park, dock doors 1 to 12, warehouse aisles 1 to 8 fire exits, plant room corridor
Check-in and emergency contact arrangement	Radio check with the control room every 30 minutes. Emergency contact via the control room to the duty manager.

3. Checkpoint log

Checkpoint 1: Gatehouse and barrier

Checkpoint or area	Gatehouse and barrier
Date and time attended	2026-10-03 23:05
Observation outcome	No concern observed
Factual observation and access limitations	Barrier down, pedestrian gate locked. Gatehouse officer on post.

Checkpoint 2: Dock doors 1 to 12

Checkpoint or area	Dock doors 1 to 12
Date and time attended	2026-10-03 23:25
Observation outcome	Concern observed
Factual observation and access limitations	Dock door 6 shutter about 300 mm open, no vehicle on the bay. Nobody seen inside or out. Other doors closed.
Action and person notified	Shutter closed using the door controls. Control room told at 23:27. Duty manager J. Pike told by phone at 23:31.

Checkpoint 3: Aisle 4 fire exit

Checkpoint or area	Aisle 4 fire exit
Date and time attended	2026-10-03 23:50
Observation outcome	No concern observed
Factual observation and access limitations	Fire exit doors closed and clear. Aisle clear, exit signs lit.

Authorised evidence photos

**Checkpoint 4: Plant room corridor**

Checkpoint or area	Plant room corridor
Date and time attended	2026-10-04 00:15
Observation outcome	Not accessed
Factual observation and access limitations	Corridor door locked and key not in the key safe. Checked the door from the outside only.

Action and person notified	Control room told at 00:17. Key location to be checked by the day shift.
----------------------------	--

4. Shift handover

Separate incident record references	Occurrence book entry OB-26-1004-02 (dock door 6)
Unvisited areas and outstanding concerns	Plant room corridor not accessed, key missing from the key safe. No other areas missed.
Handover recipient	M. Ellis, day shift security supervisor
Handover time	07:00

5. Actions and review

Are further actions required?	Yes
-------------------------------	-----

Further action 1: Find out why dock door 6 was left open after the evening shift and remind the transport team.

Action and evidence reference	Find out why dock door 6 was left open after the evening shift and remind the transport team.
Person responsible	J. Pike, duty manager
Target date	6 Oct 2026
Action status	Open

Further action 2: Locate the plant room corridor key and return it to the key safe.

Action and evidence reference	Locate the plant room corridor key and return it to the key safe.
Person responsible	M. Ellis, day shift security supervisor
Target date	4 Oct 2026
Action status	Completed
Completion evidence	Key found in the engineers' office and returned to the key safe at 08:20.
Outstanding limitations and information to pass on	Patrol record of what was seen on route B. It does not show that every area was secure.
Record status	Ready for review
Reviewed by	M. Ellis, day shift security supervisor
Review date	4 Oct 2026

Author signature

W. Achebe

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.