

Security Patrol Record

A security patrol record covering the assigned route, timed checkpoint observations, access restrictions, incidents, escalation and shift handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

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 *

Patrol officer and shift *

Authorised route and checkpoints *

Check-in and emergency contact arrangement

3. Checkpoint log

Checkpoint (copy this block for each one)

Checkpoint or area *

Date and time attended *

Observation outcome * (choose one)

☐ No concern observed ☐ Concern observed ☐ Not accessed

Factual observation and access limitations *

Action and person notified * (if applicable)

Authorised evidence photos (photos: attach, or note the file names)

4. Shift handover

Separate incident record references

Unvisited areas and outstanding concerns *

Identify the checkpoint not visited, the reason and who was informed. Do not mark an inaccessible checkpoint as checked.

Handover recipient

Handover time

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

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