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Your Security Audit Check List



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Security Audit Check List

Personnel Security - identity assurance

Yes	No	Unsure
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Have you risk assessed all staff roles across the business?

Have you allocated a risk level for all roles and set standards of security background checking for each role?

Do you do proof of identity, right to work and require check references?

When staff leave do you have procedures for returning company property such as uniform/passes/computers/ phones?

Do you ensure they are taken off computer systems and have intranet access closed etc?

Do you regularly check that this is being complied with?

Training and Security Awareness

Yes	No	Unsure
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Is Security/Terrorism Awareness part of the ongoing training regimen for all staff?

Do have a culture of security in your business?

Is there a challenge culture?

Communication

Yes	No	Unsure
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Are security issues discussed/decided at senior management level and form a part of your organisation's culture?

Do you have a security policy or other documentation showing how security procedures should operate within your institution?

Is this documentation regularly reviewed and if necessary updated?

Do you regularly meet with staff and discuss security issues?

Do you encourage staff to raise their concerns about security?

Badging			
	Yes	No	Unsure
Do you use badges?			
Do you include an up-to-date photo on badges?			
Do you include access permissions on badges?			
Do you use a unique ID on the badge?			
Do you use anti-counterfeit measures?			
Do you frequently change designs on your badges?			
Do you use large format badges			
Do you include a design on the back of the pass?			
Do you ensure your staff are instructed that they are prohibited from sharing images of their badges online?			
Do you print and distribute badges as close to the event as possible?			
Do you keep designs confidential and allocate unique IDs as late as possible?			
Do you have a emergency response plan and a business continuity plan?			
Do you review and update your plans at least every 6 months?			
Have you thought through your actions if there is;			
Firearm and weapon attacks?			
Terrorist attack nearby?			
Lockdown/Invacuation?			
Partial evacuation of the site?			

Our extensive experience comes from working with small bespoke venues up to the largest stadiums and events in the world. We are experts at working with operational, stadium management and security teams like yours and understand the pressures you go through.

Contact us now to see how we can help

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