

FACTORY SECURITY CHECKLIST: 10 THINGS YOU'RE PROBABLY OVERLOOKING

1. EMPLOYEE ACCESS

- ARE STAFF ID CARDS REGULARLY UPDATED AND AUDITED?
- ARE FORMER EMPLOYEES PROMPTLY REMOVED FROM ACCESS SYSTEMS?



2. VISITORS

- ARE ALL VISITORS REQUIRED TO SIGN IN AND WEAR IDENTIFICATION?
- IS VISITOR ACCESS RESTRICTED TO DESIGNATED AREAS ONLY?



3. SECURITY MEASURES

- ARE ALL CCTV CAMERAS FULLY OPERATIONAL AND MONITORED IN REAL TIME?
- ARE BLIND SPOTS ROUTINELY CHECKED AND ADDRESSED?



4. LIGHTING

- IS THE FACILITY WELL-LIT AT NIGHT, ESPECIALLY AROUND ENTRANCES AND EXITS?
- ARE BROKEN OR DIM LIGHTS REPLACED PROMPTLY?



5. ALARM SYSTEMS

- ARE ALARM SYSTEMS TESTED ON A MONTHLY BASIS?
- IS THERE A DOCUMENTED PROCEDURE FOR RESPONDING TO ALARMS?



6. CYBERSECURITY MEASURES

- ARE FACTORY FLOOR SYSTEMS PROTECTED AGAINST UNAUTHORISED ACCESS?
- ARE FIREWALL AND ANTIVIRUS PROGRAMMES INSTALLED AND KEPT UP TO DATE?



7. INVENTORY & EQUIPMENT SECURITY

- IS INVENTORY LOGGED AND AUDITED REGULARLY?
- ARE EXPENSIVE TOOLS AND MACHINERY LOCKED AWAY OR SECURITY TAGGED?



8. SHIPPING AND RECEIVING SECURITY

- ARE SHIPMENTS VERIFIED AND INSPECTED UPON ARRIVAL AND DEPARTURE?
- ARE LOADING BAY DOORS MONITORED AT ALL TIMES?



9. EMERGENCY EXIT SECURITY

- ARE EMERGENCY EXITS ALARMED OR MONITORED?
- ARE EXITS KEPT CLEAR BUT SECURE FROM UNAUTHORISED ENTRY?



10. STAFF TRAINING AND AWARENESS

- ARE EMPLOYEES TRAINED TO SPOT AND REPORT SUSPICIOUS ACTIVITY?
- IS THERE A REGULAR SECURITY BRIEFING OR DRILL?

