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Company Security Audit

What areas does your company security need to be improved?
(Put a checkmark in the box if improvement could occur)

☐ 1. Development of and/or improve a corporate security plan

☐ 2. Implementation of a security committee to monthly plan, and review security issues

☐ 3. Fulfill a need for a loss prevention division

☐ 4. Code of professional ethics, which is understood and followed by all employees

☐ 5. Creation of realistic loss prevention goals

☐ 6. Creation of a system to report critical incidents in a timely manner

☐ 7. Improvement camera coverage over vital areas of the business

☐ 8. Control of unwanted access by use of signage and fencing

☐ 9. Key control

☐ 10. Inventory control

☐ 11. Security in both shipping and receiving areas

☐ 12. Creation of a security room to protect valuables and people in times of crisis

☐ 13. An effective alarm system that provides necessary coverage

☐ 14. Limit access control and alarm system to just those that need to

☐ 15. Each employee should have their own code for the alarm system

☐ 16. Yearly review employee safety and security issues

☐ 17. Computer equipment is secured to only those needing direct access

☐ 18. All computer information is being properly secured

☐ 19. Improve your pre-employment screening and background checks

☐ 20. Policies to insure no discrimination happens in the hiring process

☐ 21. Dismissal process that prevents loss of assets and violence

☐ 22. Emergency evacuation plans

☐ 23. Emergency planning to handle major impact incidents.

☐ 24. Emergency call out system

☐ 25. Privacy policy outlining the personal information that can be collected

☐ 26. Appointing a privacy officer to deal with requests for information

☐ 27. Camera policy that defines installation criteria and collection of information

☐ 28. Code of conduct with respect to interaction of employees and customers

☐ 29. Identification system including sign in sheets to control unauthorized access

☐ 30. Policies on sexual and workplace harassment that provides training, reporting procedures and an investigative process

☐ 31. Policy with regard to drugs and alcohol in the workplace that provides for drug testing, rehabilitation, reporting of incident and an investigation process

☐ 32. Safeguards in place for the protection of private personal information

☐ 33. Policy to insure compatibility with both PIPEDA and PIPA

☐ 34. Compliant with current "working alone" legislation

☐ 35. Policies and procedures to manage employee theft or misconduct

☐ 36. Policies regarding criminal matters that impact the company

☐ 37. Policies and procedures to safeguarding all financial transactions

☐ 38. Train employees regarding armed robbery situations

☐ 39. Employee training regarding shoplifting prevention and apprehension of shoplifters

☐ 40. Policy and a process for employees to deal with frauds, refund operators, & thefts

☐ 41. Processes regarding handling of garbage to prevent internal theft

☐ 42. Auditing process to insure that all company security policies and procedures are being adhered to

Have a number of company employees complete this survey.

If you find that you have a lot of checkmarks, please contact me with regard to having a security audit conducted at your workplace.

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