

# FSS FACILITY SECURITY CHECKLIST

FACILITY LOCATION

DATE

ITEMS	YES	NO
1. Is there a current signature register to reflect authorized signatures for passes?		
2. Is there any evidence of unauthorized personnel permitted in the security areas without proper escort?		
3. Are visitors required to sign in and check out?		
4. Do employees wear their identification badges?		
5. Are there any areas around the perimeter that could lead to unauthorized entry or exit?		
6. Do employees require a pass to leave at time other than the end of the day?		
7. Are guard reports of security discrepancies called to the attention of the facility manager?		
8. Are there any open packs in the bulk area that should be resealed or removed to the bin area as replenishment stock?		
9. Are shipping procedures current on how shipments should be checked into carrier vehicles?		
10. Are seals applied to partially loaded or unloaded trucks left overnight or weekends?		
11. Does employee vehicle parking provide for adequate security?		
12. Is a register maintained to control keys to the facility?		
13. Is frequency of lock changes commensurate with type of security required?		
14. Are there adequate security and information signs displayed outside the warehouse to aid visitors?		
15. Is there a current vehicle register that reflects the necessary pertinent data as contained in subparagraph 23c?		
16. Does management perform a 100 percent check of outbound shipments at least monthly for each carrier assigned?		
17. Are records maintained on these checks?		
18. Does management perform a 100 percent check of one day's receipts of each receiving warehouseman at least monthly?		
19. Are records maintained on these checks?		
20. Are periodic discussions held with all personnel to help eliminate pilferage?		
21. Is there an Ad Hoc committee on warehouse thefts?		
22. Has it made any contributions towards eliminating thefts?		
23. Are material access doors closed at all times when not in use?		
24. Are all doors locked in areas where no activity is scheduled?		
25. Are personnel assigned to assure all windows and doors are secured before departing for the day?		
26. Are all required items placed in the prohibited area?		
27. Are all FSS employees and supervisors instructed to immediately report in writing all thefts or suspected thefts to the facility manager who in turn notifies by telephone the area investigative office?		
28. Have facility managers been given the telephone number?		
29. Are badges inventoried and records maintained as required by paragraph 4?		

COMMENTS