TERVALUM SYSTEMS

PHYSICAL SECURITY SITE WALK-THROUGH CHECKLIST

A structured field aid for recording site conditions consistently and identifying observations that require follow-up.

Client / site _____ **Assessment date** _____

Assessment reference _____ **Assessor** _____

1 Engagement and site context

- ☐ Assessment purpose, authorized areas, site contacts, operating conditions, and known constraints are recorded.
- ☐ Relevant schedules, occupancy patterns, deliveries, public access, and high-risk periods are understood.
- ☐ Immediate safety or security concerns observed during the walk-through are documented and escalated appropriately.

FIELD NOTES / REFERENCES

2 Perimeter and property boundary

- ☐ Property boundaries, fencing, gates, barriers, walls, landscaping, and natural access points are observed.
- ☐ Unintended pedestrian or vehicle access routes, climb points, concealment, and damaged barriers are noted.
- ☐ Exterior signage, restricted-area markings, and boundary visibility are adequate for the site's needs.

FIELD NOTES / REFERENCES

3 Approaches, parking and exterior lighting

- ☐ Vehicle approaches, parking, loading, drop-off, service, and emergency access routes are observed.
- ☐ Exterior lighting coverage, dark areas, glare, maintenance condition, and visibility from occupied areas are noted.
- ☐ Pedestrian paths, bicycle areas, remote parking, and after-hours routes are considered.

FIELD NOTES / REFERENCES

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ENTRANCES, ACCESS CONTROL & PEOPLE

4 Entrances and access points

- [ ] Primary, secondary, service, emergency, employee, and public entrances are identified.
- [ ] Doors, frames, hinges, glazing, locks, closers, latches, and forced-entry resistance are observed.
- [ ] Propped-door practices, tailgating opportunities, delivery access, and uncontrolled secondary entrances are noted.

FIELD NOTES / REFERENCES

5 Keys, credentials and access control

- [ ] Key, badge, PIN, mobile credential, visitor credential, and master-access practices are understood.
- [ ] Issuance, return, revocation, lost credential, contractor, and terminated-user processes are reviewed where applicable.
- [ ] Access-control readers, door position monitoring, alarms, and exception handling are observed.

FIELD NOTES / REFERENCES

6 Reception, visitors and procedures

- [ ] Reception / lobby position provides appropriate awareness and control for the site's operating model.
- [ ] Visitor identification, sign-in, escort, badge, delivery, contractor, and after-hours procedures are understood.
- [ ] Staff know how to report suspicious activity, access failures, threats, or emergency conditions.

FIELD NOTES / REFERENCES

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CCTV, ALARMS, EMERGENCY & CRITICAL AREAS

7 Video surveillance and monitoring

- [ ] Camera placement, coverage, lighting interaction, image quality, obstruction, and obvious blind spots are observed.
- [ ] Monitoring responsibility, retention expectations, incident retrieval, and time synchronization are understood where applicable.
- [ ] Camera views of entrances, critical assets, approaches, transaction points, or other priority areas match stated objectives.

FIELD NOTES / REFERENCES

8 Intrusion, duress and communications

- [ ] Intrusion detection, door alarms, panic / duress devices, intercoms, radios, mass notification, and monitoring arrangements are identified.
- [ ] Alarm response responsibility and escalation paths are understood.
- [ ] Communication gaps, dead zones, single points of failure, or unclear ownership are documented.

FIELD NOTES / REFERENCES

9 Emergency readiness and protected assets

- [ ] Emergency exits, evacuation routes, muster points, emergency lighting, and responder access are observed without substituting for code inspection.
- [ ] High-value assets, sensitive records, server / network rooms, cash, weapons, hazardous materials, or other critical areas are identified where relevant.
- [ ] Layered controls around critical areas are compared with the site's stated risk and operating requirements.

FIELD NOTES / REFERENCES

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PRIORITIES, OBSERVATIONS & FOLLOW-UP

Priority observations

Ref	Location	Observed condition	Concern / impact	Recommended follow-up	Priority

Immediate actions / issues requiring prompt escalation

Additional field notes

Professional-use note: This checklist is a general observation aid. It is not a substitute for a site-specific threat/risk assessment, engineering review, fire or life-safety inspection, legal advice, regulatory compliance review, or specialist technical testing.

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