



VALGUARD SECURITY INC.

Unannounced Site inspection – afterhours

Name & address of site				
Date of inspection		Time of inspection (arrival)		
Name of supervisor		Security badge #		
Name of guard on site		Security badge #		
#	Compliance inspected:	YES	NO	Comments:
1	Was the guard at the post?			
2	Was the site access protocol observed?			
3	Is the post clean, tidy and neat?			
4	Is the shift report (duty log) updated?			
5	Is the memo-book updated?			
6	Is the guard well groomed and presentable?			
7	Is the pass-on book signed?			
8	Are the post orders accessible?			
9	Are the EMS & other equipment in order?			
10	Are all communication devices in order?			
11	Keys and access cards accounted for?			
12	Does the guard have his / her license?			
13	Is the guard familiar with site procedures?			
14	Is the guard polite, pleasant & cooperative?			
15	Where the guards' questions answered?			
16	Does the guard have ANY concerns?			
#	Additional comments or remarks:			
Supervisors' signature		Guards' signature		

