

Physical Security Audit Checklist	
Criteria	Y/N
Is a documented workplace security policy covering the physical security aspects in place?	
Is access to the building/place restricted?	
Are all access points monitored manually or electronically?	
Is ID based access control in place?	
Do you maintain a visitor record/register?	
Are employees easily identifiable due badges or other visual IDs?	
Are access cards, fobs or passwords highly secure?	
Is the surveillance system installed and up to date?	
Is security light properly installed and maintained?	
Is an alarm system installed and maintained?	
Do you check access control, surveillance and lighting system regularly?	
Is testing record available to show?	
Are all documents related to physical access control procedures updated and available?	
Is workplace staff trained for emergency egress?	
Any other customized activity or items installed and updated?	