



## Survey Check List

The areas with a check (Ö) mark in the boxes are the specific aspects of your facility's security that will be or have been reviewed for strengths and weaknesses.

Company Name: \_\_\_\_\_

|   |
|---|
| INFORMATION SYSTEM ACCESS                                 |
| NETWORK SYSTEMS (LOCAL AREA NETWORKS)                     |
| PASSWORD PROTECTION FOR INFORMATION SYSTEMS               |
| PHYSICAL SECURITY FOR COMPUTER INFORMATION SYSTEMS        |
| PHYSICAL STRUCTURE SECURITY FOR INFORMATION SYSTEMS       |
| REMOTE SYSTEM ACCESS SECURITY                             |
| VIRUS DETECTION AND PREVENTION                            |
| ACCESS CONTROL  |
| PASSWORDS   |
| NT ACCOUNTS   |
| MALICIOUS PROGRAM CONTROLS (Viruses, Trojan Horses, etc.) |
| FIREWALLS   |
| INTRUSION DETECTION                                       |
| TELECOMMUTING   |
| TELECOMMUNICATIONS SECURITY- PBX Systems                  |
| TELEABUSE INDICATORS                                      |
| DIRECT INWARD SYSTEM ACCESS (DISA)                        |
| CLOSED CIRCUIT TELEVISION (CCTV)                          |
| COMPUTER ADMINISTRATION                                   |
| COMPUTER AREA ACCESS CONTROL                              |
| COMPUTER INTRUSIONS AND THEFTS                            |
| DISASTER RECOVERY CRISIS PLANNING                         |
| GATE SECURITY AND CONSTRUCTION                            |



# Business Security Survey Questionnaire

## General Questions:

- Today's date
- Contact Name
- Site and facility map available (evacuation map will suffice)
- Name of Company
- Address of Company
- Type of business
- Square footage of facility
- Number of Buildings
- Number of Floors
- Approximate Acres For Property
- Property other than main facility
- What activities take place at this facility

## Employees:

- Total number of employees
- Administrative number
- Shifts-number of employees on each:  
First  
Second  
Third
- Union present
- Are employees permitted access to their vehicles during lunch and breaks
- Number of temporary workers

### **Custodial Services:**

- Outside contractor or employees
- What are their hours
- Do they have keys or access codes
- How is trash removed by the workers
- Does any supervision occur by company employees
- Who controls access and exiting

### **Theft History:**

- Office equipment or records
- Locker room thefts
- Employee's vehicles pilfered
- Vending machine break-ins
- Theft of materials/tools
- Are thefts systematic or casual
- Are background investigations conducted prior to employment
- Is drug testing conducted pre-employment and random

### **Physical Security:**

- Are there fences, walls or physical barriers on perimeter
- What is fence type and it's present condition
- Is there adequate clear zone on both sides of fence
- Are perimeter windows and doors secured
- Are emergency exit doors alarmed
- Is CCTV used, and where
- Is CCTV monitored or used for documentation
- Are "dummy cameras" used
- What type of access control is used
- Are "key control" procedures in place

- Is an intrusion alarm system present
- Is a fire detection and or suppression system present
- Delivery of packages are made where
- Delivery of mail is made where

### **Office Security:**

- Are administrative offices accessible to all employees
- Are offices locked when not occupied
- How are company and employee records protected
- Are safes and vaults alarmed
- Who is responsible for security on a daily basis

### **Protective Lighting:**

- What type of lighting is present
- What is the age of the lighting
- Are storage and parking areas well illuminated
- Are CCTV cameras dependant on lighting

### **Control of Personnel:**

- What type of personnel identification is used
- Is identification used for access and timekeeping
- Is identification required to be worn visible at all times
- How are visitors, vendors and contractors controlled
- Is there a sign in procedure with photo ID required
- How many employee entrances, and how controlled
- Are visitors escorted
- Is selective access used in unauthorized areas
- Are parking lots fenced off from production and storage areas
- Is vehicle identification used for employees (stickers, placards)
  
- Where do employees park

- Where do visitors park
- If executives park on site are their vehicles exposed to employees

### **Emergencies:**

- Do you have an Evacuation Plan
- Are there site and facility diagrams available to first responders
- Do the diagrams clearly illustrate critical facility infrastructure
- Do you have an Emergency Response Team
- Do you have a Safety/Security Committee that meets and conducts audits
- Do you have a plan to mitigate natural and man-made disasters

### **Supervision/Management Issues:**

- Are supervisors and management trained and skilled in critical personnel issues:
  - Workplace violence
  - Substance abuse recognition
  - Handling difficult employees
  - Termination practices
  - Medical Emergencies
- Is your business a “drug free workplace”

### **Your Specific Security Concern:**

- Express your specific concern or problem