Daily Occurrence Book

Security log book and patrol log, one page per site per day

COREDINATE by nomadia

Site and date

Client / site		**Date**	
Book no. / page no.		**Officers on duty**	

Rules for entries: ink only, 24-hour clock, no blank lines, no erasing. Correct a mistake with one line through it, then initial and time the correction. Never remove a page.

Occurrences

Time	Occurrence	Initials	Ref.

Patrol log

Patrol	Start	End	Route	Checkpoints done	Exceptions	Initials

Patrol	Start	End	Route	Checkpoints done	Exceptions	Initials

Key log

Key / set	Issued to	Time out	Time in	Signature

Supervisor visit

Supervisor		Time of visit	
Comments		Signature	

Daily Occurrence Book - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

COREDINATE by nomadia

Site and date

Client / site	Elm Court Business Park	**Date**	16/11/2026
Book no. / page no.	Book 7, page 112	**Officers on duty**	A. Brennan (nights)

Occurrences

Time	Occurrence	Initials	Ref.
19:00	On duty. Took over from D. Hall. Keys 6/6. No open issues.	AB	
19:40	Lift engineers (2) signed in. Permit 553. Lift 2.	AB	
21:00	Patrol 1 complete. All external doors secure.	AB	
21:25	Lift engineers signed out. Lift 2 back in service.	AB	
23:10	Car alarm, car park B, white van. Owner not on site. Noted reg. on CCTV.	AB	
01:05	Patrol 2. Fire door F3 found open. Closed, no sign of entry.	AB	IR-088
06:55	Handover to D. Hall. Keys 6/6.	AB	

Patrol log

Patrol	Start	End	Route	Checkpoints done	Exceptions	Initials
1	20:30	21:00	External	12/12	None	AB
2	00:45	01:20	Internal	17/18	F3 open, see IR-088	AB

Key log

Key / set	Issued to	Time out	Time in	Signature
Plant room	Lift engineer (permit 553)	19:45	21:20	J. Ortiz