Security Shift Handover

Complete face to face. Outgoing officer prepares, incoming officer cross-checks.

CORDINATE by nomadia

1. Handover details

Client / site		**Post**	
Date		**Handover time**	
Outgoing officer		**Incoming officer**	
Done face to face? (Y/N)		**Supervisor present? (Y/N)**	

2. Open issues

Issue	Status now	Action needed by incoming officer	Ref.

3. Keys and equipment

Item	Count / ID	Checked by incoming (Y/N)	Note
Key sets			
Radios			
Patrol phone / device			
Access cards / fobs			
Torch			
Other			

4. Site systems status

System	Normal	Fault	Isolated	Note
Fire alarm panel				
Intruder alarm				
CCTV				
Access control				
Gates / barriers				
Lighting				

5. People on site

Contractors on site (company, permit no.)		**Lone workers on site (name, check-in times)**	
Visitors still on site		**Expected arrivals / deliveries**	

6. Coming up on the next shift

Patrols due, client instructions, changes to post orders

7. Incoming officer cross-check

Before accepting the post:

☐ Read the log since my last shift ☐ Read new instructions or changes to post orders ☐ Counted keys and equipment
☐ Checked alarm and CCTV status ☐ Asked about anything unclear

Role	Name	Signature	Date
Outgoing officer			
Incoming officer			

Security Shift Handover - worked example (fictional)

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

1. Handover details

Client / site	Riverside Distribution Centre	**Post**	Gatehouse
Date	15/11/2026	**Handover time**	06:00
Outgoing officer	S. Malik	**Incoming officer**	P. Novak
Done face to face? (Y/N)	Y	**Supervisor present? (Y/N)**	N

2. Open issues

Issue	Status now	Action needed by incoming officer	Ref.
Trailer 12 theft, police attended	Police ref. received, bay 12 taped off	Keep bay 12 closed until client inspects at 08:00	IR-0147
East fence gap near camera C4	Reported to client by email 06:05	Check fence on every patrol, note in DOB	IR-0147

3. Keys and equipment

Item	Count / ID	Checked by incoming (Y/N)	Note
Key sets	8 sets	Y	
Radios	2	Y	Radio 2 battery low

4. Site systems status

System	Normal	Fault	Isolated	Note
Fire alarm panel	X			
CCTV		X		Camera C5 offline since 03:10, client told