Access control checklist

	Yes	No	Unsure
Do you prevent all vehicles from entering adjacent to crowded places until they are authorised by your security?			
Do you have physical barriers in place to prevent unauthorised vehicles accessing your location?			
Is there clear demarcation identifying the public and restricted areas of your institution?			
Do staff, contractors, cleaners and other employees wear ID badges at all times on site?			
Do you adopt a 'challenge culture' to anybody not wearing a pass in your restricted areas?			
Do you record details in advance of vehicles, drivers and passengers requiring access to your site?			
Do you require driver and vehicle details of waste collection services in advance?			
Do you refuse entry to unexpected vehicles?			
Do all visitors in non-public areas have to report to reception before entry?			
Are visitors required to sign in and issued with a visitor's pass?			
Do visitor's passes look different from staff badges?			
Are all visitor's passes collected from visitors when they leave?			
Does a member of staff accompany visitors at all times while in restricted areas of your institution?			
Do you have CCTV and alarms covering access controlled doors?			
Is your access control system actively managed?			
Can you use your automatic access control system (AACS) during a lockdown?			
Can you implement security upgrades during times of increased threat such as search procedures or limiting access to your site?			
Do you have access control policies and procedures in place?			
Are your staff trained in your access control policies and procedures?			
Do you search visitors, customers or contractors?			
Do you search vehicles before entering the site?			
Have the staff who search people or vehicles had adequate training?			

Is your access control system compliant with:

The Disability Discrimination Act 1995			
The Human Rights Act 1998			
Health and Safety Acts			
The Data Protection Act 2018			
The Fire Safety Order 2005			
The Fire (Scotland) Act 2005			

Are critical areas kept secure during a fire or emergency alarm?			
Do you vet staff, visitors and contractors before allowing access to restricted areas?			