



Storm Operative Security
 1 Olympic Way Wembley Middlesex HA9 0NP
 Tel. 020 8903 0806 Fax. 020 8795 0099

Sheet 1 of 2 S.O.S. 022N

NIGHTSHIFT END HANDOVER

HANDOVER

Date.....Inspector/Supervisor/Security Officer Handing over duties

Name..... No.....Signature.....

SITE EQUIPMENT CHECK

Equipment	On Site	Present	Serviceable	Remarks
R/T				
Patrol Clocks				
Pager				
Man down Unit				
Torch				
Key Cabinets: All keys accounted for? List Missing Keys & provide S.O.S. 5				YES/NO

SITE PAPERWORK CHECK

Log Book: Entries complete and up to date?	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:
Incident Reports raised: No. _____ Read & understood?	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:
Maintenance Reports raised: No. _____ Read & understood?	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:
Diary Entries: Read & understood?	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:	YES/NO SIGN:
Memos from Management Office: Serial No's				

