

Property Protection Checklist

Preparing your organisation so that it has suitable security and fire and smoke management processes and systems is important for all organisations.

This checklist is intended to provide general information to assist you review the way your organisation protects its property, buildings and structures and guide you through some simple steps to reduce the risk of becoming a victim of malicious damage, arson or break-in, often at little or no cost. We recommend that you review this checklist and take action appropriate to your situation.

This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Date	
Address	
Inspector	

PROPERTY PROTECTION						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you regularly review your organisation's security arrangements?						

* Not Applicable

PROPERTY PROTECTION (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are staff trained to look for and report any security breaches, arson attempts or repairs?						
Do you have the following protections? <ul style="list-style-type: none"> • Automatic fire alarm • Intruder alarm • CCTV system • Motion activated security lighting • Security firm to patrol buildings and facilities not in use 						
Do you need immediate protection such as security guards to safeguard buildings and facilities?						
Does the buildings and facilities have adequate locks on doors and any opening windows?						
Are building or facilities locked securely when not being used?						
Are the buildings and facilities locked during night or after hours?						

* Not Applicable

PROPERTY PROTECTION (Continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you have measures to protect susceptible areas against unauthorised access?						
Are property boundaries and fences and gates functional and secure?						
Are perimeter gates locked at night to restrict people or vehicle access?						
Do the buildings and facilities have a single entry point to restrict access from nearby properties?						
Do you have an incident management process to record any incidents or issues?						

* Not Applicable

FIRE AND SMOKE MANAGEMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do your buildings have an Automatic Fire Detection and Alarm System? (A fire detection is a commercial system, a smoke alarm is referred to residential smoke alarms).						
Do you have working smoke alarms in all buildings?						
Have the smoke alarms been replaced in the past 10 years?						
Do you have fire extinguishers and/or hose reels?						
Have the fire extinguisher and/or hose reels been tested and serviced in the last 2 years?						
Do you have a sprinkler system installed for all new buildings?						

* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFYABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at info@ansvarrisk.com.au

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