

Facility Inspection Checklist

Conduct an authorized visual walkthrough with a site representative. Record observed conditions and supporting evidence. Do not bypass access controls, test forced entry, open electrical equipment or photograph sensitive areas without permission.

Site inspector escort date time and areas within scope

Result key: Pass = observed condition meets the stated check; Gap = improvement needed; Unknown = not verified; N/A = justified exclusion. Record item IDs with notes on page 2. This is a planning aid, not a specialist inspection or compliance audit.

ID	Observable check	Result
S01	Visitor entry and check-in instructions are clear.	_____
S02	Door and access permissions have a responsible owner.	_____
S03	Lost credentials can be reported and disabled.	_____
S04	Reception can request help without leaving the post.	_____
S05	Public and restricted areas are clearly distinguished.	_____
S06	Visible damage to doors or windows is reported.	_____
S07	Lighting concerns on normal travel routes are logged.	_____
S08	Landscaping or stored items do not conceal key approaches.	_____
S09	Exits and evacuation paths appear unobstructed.	_____
S10	Emergency contacts and alarms are understood by staff.	_____
S11	Camera coverage and recording responsibility are documented.	_____
S12	Equipment faults have an owner and tracking process.	_____

Risk Scoring Worksheet

Use this qualitative screening method to compare site-specific scenarios over the next 12 months. It supports discussion and prioritization; it does not calculate incident probability, certify safety or predict financial loss.

Define the scenario before scoring

Describe a hazard or threat, the exposed people or operation, the control weakness, and a credible consequence. Use current observations, incident records and local context. Record uncertainties instead of treating missing information as low risk.

Score	Likelihood in the stated period	Impact if the scenario occurs
1	Rare under current conditions; little supporting evidence.	Minor disruption; no expected injury.
2	Unlikely but plausible; limited exposure.	Limited interruption; minor harm possible.
3	Possible; credible exposure or recurring warning signs.	Meaningful interruption or injury requiring care.
4	Likely; repeated incidents or substantial exposure.	Serious injury or extended loss of an essential service.
5	Very likely or recurring under current conditions.	Fatality, permanent harm or prolonged critical service loss.

Use the highest credible impact across people, operations, assets and information. Describe the basis. These anchors are illustrative; management should adapt them to its size and mission before comparing sites.

Current risk score = Likelihood x Impact, using existing controls: 1-4 Low; 5-9 Moderate; 10-16 High; 17-25 Critical. These are internal screening bands, not regulatory thresholds. Immediate danger overrides any score and requires prompt escalation.

Worked fictional example

Scenario: an unreported former staff credential permits after-hours entry to a storage area. Existing controls: logged access and a locked internal cabinet. Likelihood 3 x Impact 3 = 9, Moderate. Proposed action: reconcile credentials and test the removal process. Target after verified implementation: 2 x 3 = 6, Moderate. Keep impact unchanged unless evidence supports a reduction; the target is not an achieved result.