

Security Patrol & Shift Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Report / customer site	SP-019 / Demo site G-01
Guard / shift date	Demo guard A / 19 Oct 2026
Patrol start / finish	20:00-20:20 / Demo evening shift
Route / planned points	Demo route R-01 / CP-01, CP-02, CP-03

01 / WORK RECORD

Checkpoint / time	Observation / result	Action / evidence
CP-01 / 20:05	Gate condition recorded	Visited / P01
CP-02 / 20:10	Access blocked	Check incomplete / Notify supervisor
CP-03 / 20:15	Perimeter light not working	Issue recorded / P02
Shift handover / 20:20	Open items handed over	CP-02 revisit; CP-03 repair request

02 / EVIDENCE AND FOLLOW-UP

Incident / actions taken	Broken perimeter light recorded at CP-03. Demo supervisor informed at 20:16.
Incomplete check / reason	CP-02 check incomplete: access blocked. Return check required.
Follow-up owner / next action	Demo site supervisor: arrange access and lighting repair / 20 Oct 2026
Handover / photo references	Incoming guard to review open items / P01-P02 demo references.

03 / SIGN-OFF

Guard / prepared by	Shift supervisor / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Distinguish visited checkpoints from incomplete checks. Record incident actions and unresolved items clearly for supervisor review and shift handover.

Photo references are illustrative. Signature fields are intentionally unsigned.

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A reusable reporting form. Adapt the checks and review process to your organisation.

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Checkpoint / time		
Checkpoint / time		
Shift handover		

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