

SECURITY & ANTI-SMUGGLING INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Perimeter & Access Control

- Yes No — All entry and exit points are monitored and secure
- Yes No — Security personnel are present and properly stationed
- Yes No — Surveillance cameras cover all critical zones
- Yes No — Vehicle and personnel checkpoints are operational

Cargo & Package Screening

- Yes No — All shipments are screened using scanners or detection tools
- Yes No — Random inspections are conducted regularly
- Yes No — Contraband detection protocols are followed
- Yes No — Proper handling procedures are followed for flagged items

Employee Monitoring & Protocols

- Yes No — Staff are trained on anti-smuggling procedures
- Yes No — Employee personal belongings are checked as required
- Yes No — Access to sensitive areas is restricted and logged
- Yes No — Incident reporting procedures are clearly communicated

Detection Equipment & Tools

- Yes No — X-ray machines, scanners, and detection devices are functional
- Yes No — Devices are regularly tested and calibrated
- Yes No — Contraband-sniffing dogs (if applicable) are available and certified
- Yes No — Communication tools are available and reliable for security staff

Suspicious Behavior & Incident Response

- Yes No — Staff are trained to recognize signs of smuggling or trafficking
- Yes No — Suspicious activities are logged and investigated
- Yes No — Emergency procedures are in place for escalated incidents
- Yes No — Local authorities are contacted when necessary

Recordkeeping & Compliance

- Yes No — Inspection logs are maintained and up to date
- Yes No — Any seizures are documented with photographic evidence
- Yes No — Reports are submitted to the appropriate oversight agencies
- Yes No — Confidentiality is maintained throughout the inspection process

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately

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