BAGGAGE SEARCH INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Search Area Preparation

☐ Yes ☐ No — Search area is clear of unrelated baggage

☐ Yes ☐ No — Search tables are clean before use

☐ Yes ☐ No — Lighting is adequate over search tables

☐ Yes ☐ No — Unauthorized access to search area is prevented

Staffing And Authorization

☐ Yes ☐ No — Search staff wear visible identification badges

☐ Yes ☐ No — Only authorized staff conduct baggage searches

☐ Yes ☐ No — Staff training records are available for review

☐ Yes ☐ No — A supervisor is present during search operations

Baggage Identification And Handling

☐ Yes ☐ No — Baggage tag matches passenger identification

☐ Yes ☐ No — Baggage is logged before search begins

☐ Yes ☐ No — Passenger is present during manual baggage search

☐ Yes ☐ No — Baggage is opened in designated search area

Search Procedure

☐ Yes ☐ No — Exterior pockets of baggage are checked

☐ Yes ☐ No — Interior compartments of baggage are checked

☐ Yes ☐ No — Baggage lining is checked for concealment

☐ Yes ☐ No — Items inside baggage are inspected individually

Detection Methods

☐ Yes ☐ No — X-ray images are reviewed before manual search

☐ Yes ☐ No — Explosive trace swabs are used when indicated

☐ Yes ☐ No — Alarm indications are investigated before baggage release

☐ Yes ☐ No — Handheld detectors are used on flagged baggage

Prohibited Item Handling

☐ Yes ☐ No — Prohibited items are removed from baggage

☐ Yes ☐ No — Removed items are placed in secure containment

☐ Yes ☐ No — Passenger is informed about removed items

☐ Yes ☐ No — Findings are reported to supervisor immediately

Documentation And Records

☐ Yes ☐ No — Search result is recorded for each bag

☐ Yes ☐ No — Passenger details are recorded on search form

☐ Yes ☐ No — Removed items are listed on search record

☐ Yes ☐ No — Search record is signed by searching officer

Post-Search Handling

☐ Yes ☐ No — Baggage is repacked after search completion

☐ Yes ☐ No — Baggage is returned to correct passenger

☐ Yes ☐ No — Passenger belongings are protected during search

☐ Yes ☐ No — Passenger privacy is maintained during search

FINAL NOTES

Inspector Comments:

_____

_____

_____

_____

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ **I confirm this inspection was completed accurately**

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