SITE survey. APP

SITE SURVEY REPORT

Security Patrol Record

Prepared for	Larkspur Retail Logistics Ltd
Date	3 Oct 2026
Site	Larkspur Distribution Centre, Daventry
Prepared by	W. Achebe

FORM

Security Patrol Record

1. Record details and scope

Project	Larkspur Distribution Centre, Daventry: night patrol (completed example)
Site or premises address	Larkspur Distribution Centre, Royal Oak Way, Daventry
Client or organisation	Larkspur Retail Logistics Ltd
Record date	3 Oct 2026
Person completing the record	W. Achebe

This is an observation and handover log, not a police report, authority to search people or a guarantee of security. Avoid unnecessary personal information and sensitive access codes.

2. Patrol assignment

Site and assignment instruction reference	Assignment instructions LRL-AI-07 rev 3, night patrol 2
Patrol officer, if not the author, and shift	W. Achebe, security officer, night shift 19:00 to 07:00
Authorised route and checkpoints	Route B, five checkpoints: gatehouse, dock doors 1 to 12, aisle 4 fire exit, plant room corridor, trailer park gate
How many checkpoints are on the route?	5
Check-in and emergency contact arrangement	Radio check with the control room every 30 minutes. Emergency contact via the control room to the duty manager.

3. Checkpoint log

Checkpoint 1: Gatehouse and barrier

Checkpoint or area	Gatehouse and barrier
Date and time attended	2026-10-03 23:05
Position at the checkpoint (GPS)	52.275120, -1.134710 (SP 59135 64460, ±5 m)
Observation outcome	No concern observed
Factual observation and access limitations	Barrier down, pedestrian gate locked. Gatehouse officer on post.

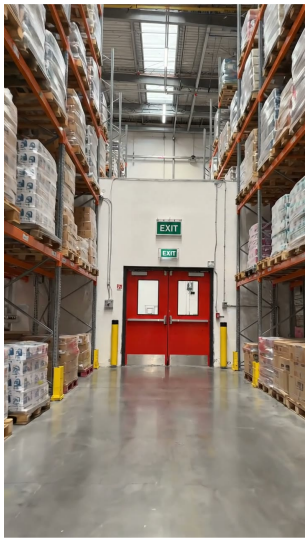
Checkpoint 2: Dock doors 1 to 12

Checkpoint or area	Dock doors 1 to 12
Date and time attended	2026-10-03 23:25
Position at the checkpoint (GPS)	52.275880, -1.133020 (SP 59250 64546, ±6 m)
Observation outcome	Concern observed
Factual observation and access limitations	Dock door 6 shutter about 300 mm open, no vehicle on the bay. Nobody seen inside or out. Other doors closed.
Action and person notified	Shutter closed using the door controls. Control room told at 23:27. Duty manager J. Pike told by phone at 23:31.

Checkpoint 3: Aisle 4 fire exit

Checkpoint or area	Aisle 4 fire exit
Date and time attended	2026-10-03 23:50
Position at the checkpoint (GPS)	52.276410, -1.133660 (SP 59205 64604, ±9 m)
Observation outcome	No concern observed
Factual observation and access limitations	Fire exit doors closed and clear. Aisle clear, exit signs lit.

Authorised evidence photos



Checkpoint 4: Plant room corridor

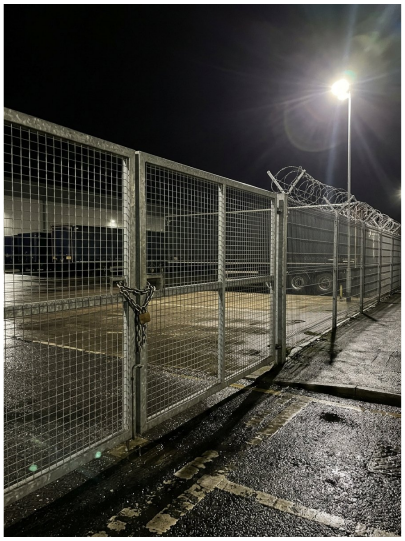
Checkpoint or area	Plant room corridor
Date and time attended	2026-10-04 00:15

Position at the checkpoint (GPS)	52.276190, -1.134280 (SP 59163 64579, ±8 m)
Observation outcome	Not accessed
Factual observation and access limitations	Corridor door locked and key not in the key safe. Checked the door from the outside only.
Action and person notified	Control room told at 00:17. Key location to be checked by the day shift.

Checkpoint 5: Trailer park gate

Checkpoint or area	Trailer park gate
Date and time attended	2026-10-04 00:40
Position at the checkpoint (GPS)	52.277020, -1.131550 (SP 59348 64674, ±4 m)
Observation outcome	No concern observed
Factual observation and access limitations	Gate closed and padlocked, fence line intact along the trailer park. Eleven trailers parked, all with kingpin locks.

Authorised evidence photos



Checkpoints logged	5
No concern	3
Concern observed	1
Not accessed	1
Planned checkpoints attended (%)	80
Checkpoints with a GPS position	5

> Not every planned checkpoint was attended. Say which and why under Unvisited areas in the handover, and tell the next shift.

4. Shift handover

Separate incident record references	Occurrence book entry OB-26-1004-02 (dock door 6)
Unvisited areas and outstanding concerns	Plant room corridor not accessed, key missing from the key safe. No other areas missed.
Handover recipient	M. Ellis, day shift security supervisor
Handover time	07:00

5. Actions and review

Are further actions required?	Yes

Further action 1: Find out why dock door 6 was left open after the evening shift and remind the transport team.

Action and evidence reference	Find out why dock door 6 was left open after the evening shift and remind the transport team.
Person responsible	J. Pike, duty manager
Target date	6 Oct 2026
Action status	Open

Further action 2: Locate the plant room corridor key and return it to the key safe.

Action and evidence reference	Locate the plant room corridor key and return it to the key safe.
Person responsible	M. Ellis, day shift security supervisor
Target date	4 Oct 2026
Action status	Completed
Completion evidence	Key found in the engineers' office and returned to the key safe at 08:20.
Outstanding limitations and information to pass on	Patrol record of what was seen on route B. It does not show that every area was secure.
Record status	Ready for review
Reviewed by	M. Ellis, day shift security supervisor
Review date	4 Oct 2026

Author signature



Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.