



Patrol record sheet

Vary the timings. A patrol at the same minute every night is a published schedule.

List the points for this site, not generic ones — 'rear gate padlock, fuel store door, scaffold alarm, cabin windows' is a route somebody can be held to. Keep findings and action in separate columns: 'rear gate insecure' and 'rear gate secured, client notified 02:14' are different facts.

SITE	ROUTE	DATE
OFFICER	SHIFT TIMES	SHEET __ OF __

POINTS ON THIS ROUTE

Specific to this site. Generic points are how a patrol becomes a walk to the kettle and back.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

PATROLS COMPLETED

One row per patrol. Record start and finish times in the detail below.

	ALL POINTS	PART ROUTE	FINDING
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PATROL TIMES

Vary them. Record start and finish for each.

Patrol — started — finished — points covered	
Patrol — started — finished — points covered	
Patrol — started — finished — points covered	
Patrol — started — finished — points covered	
Patrol — started — finished — points covered	
Patrol — started — finished — points covered	

FINDINGS

What was found, and where. Doors insecure, lights out, damage, people on site, anything moved since the last patrol.

ACTION TAKEN, AND WHO WAS INFORMED

With times. Kept separate from the finding on purpose.

SIGN-OFF

OFFICER SIGNATURE	DATE
ENTERED IN OCCURRENCE BOOK?	SUPERVISOR CHECK — DATE