

DAY:

DATE:

**MAXIMUM BUILDING
OCCUPANCY:**

I have read and understood the Door Security Policy and the Search Guidelines.

DUTY MANAGER:

Print Name

SIGNED:

REGISTERED DOOR SECURITY SUPERVISORS LOG

Print Name of Supervisor	Badge Number	Expiry Date	Signature Door Supervisor	Time In	Time Out

CAPACITY LOG

Time checked	Ground Floor numbers	First Floor numbers	Checked By: Print Name	Position	Signature

FIRE EXIT CHECK I have ensured that all fire exits are clear and unblocked of any obstacle.

Time checked	Checked By: Print Name	Signature
8pm		
10pm		
12am		
2am		

**MAXIMUM BUILDING
OCCUPANCY:**

EJECTION LOG

Details of customers asked to leave premises

Time	Number of People ejected	Reason	Ejected by

REJECTION LOG

Details of customers refused entry

Time	Number of People refused	Reason	Refused by

SEARCH LOG

Details of Objects/Substances retrieved and stored during Customer Searches

Time	Description of Individual	Name of person completing search	Security Bag No.	Police Ref No.	Description of Item