

Daily Safety Report Template

Shift Information

Shift Date	
Shift Start Time	
Shift End Time	
Security Officer Name	
Location / Area Covered	

Patrol Details

Patrol Start Time	Patrol End Time	Duration	Patrol Routes	Patrol Findings

Access Controls

Entry and Exit Logs	
Authorized Visitors / Personnel	
Unauthorized Access Attempts	

Incidents and Observations

Security Incidents	
Health and Safety Hazards	
Actions Taken	

Equipment and System Check

Surveillance System Status	
Security Equipment Used	
Equipment Issues	

Special Assignments / Tasks

Assignment Details	
Task Outcomes	
Additional Notes	

Communications Log

Radio / Phone Communication	
Briefings / Handovers	
Supervisor Interaction	

Handover Notes

Handover to	
Pending Issues / Alerts	
Special Instructions	

Incident Report Details (attach if applicable)

Incident Number	Time of Incident	Witness Details	Actions Taken / Outcomes

Supervisor Review / Sign-Off

Supervisor Name	
Supervisor Signature	
Review Date	
Review Time	

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