Physical security audit checklist

For manufacturing companies

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Introduction

The various risks to physical and cyber assets manufacturing companies face make security audits a priority. Whether it comes to deliberate attacks, unintentional actions, technological, or natural disasters, physical security stands for so much more than securing spaces. It also means protecting information, personnel, and product.

If a hacker can enter your facility, breaking into software and other internet-enabled resources is significantly easier. Understanding your facilities and personnel is key when protecting critical assets.

Use this security audit to track how responsive your company is to potential threats, and to identify and understand faults and deficiencies in your security system. Quickly address areas of concern before serious security breach occurs. This will also support you in mitigating risk to assets, systems, and networks.

Frequency

Go through this checklist at least once a year. To be on the safe side, dedicate a recurring time in your calendar that will serve as a reminder. Checking our website before conducting the checklist will ensure you have the most recent version.

We also encourage you to undertake other smaller inspections monthly or even weekly to help you uncover smaller faults before they become security risks.

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Environmental components

- The facility's location and terrain provide security or reduce the means of attack and unauthorized access.
- The landscaping is arranged to reduce hiding spots or means of access to rooftops and other secluded access points.
- Access to the roof is limited, and all hatches are locked.
- Oversized vehicles are not authorized to park next to the building.
- The parking for private vehicles (e.g., employees, visitors, vendors, contractors), cargo staging areas, and loading docks are clearly separated.
- The facility and surrounding area are regularly maintained, and you instantly refurbish any damage.
- The facility has perimeter fencing or walls on all sides of proper height (1.8 m), interior fencing where appropriate, and barriers to segregate cargo such as domestic, international, high-value, or hazardous materials.

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Physical barriers and access points

- [ ] All gates are secure and operate properly.
- [ ] Gates protect the entry to the facility, so vehicular traffic is restricted to permission based access only.
- [ ] The fences are tall enough to reduce unauthorized access.
- [ ] Oversized vehicles are not authorized to park next to The fences are regularly checked for holes, damage, and unofficial access points.
- [ ] Real or symbolic markers deter trespassers and promote a feeling of “psychological ownership” in employees.
- [ ] Bollards are in place to prevent damage to buildings and access points by vehicles.
- [ ] Tire strips are installed and can be used to prevent unauthorized entry to sensitive areas around the facility (e.g., parking lots, loading docks, and pick-up areas).
- [ ] Large panes of glass installed on the building exterior are reinforced with a security film to prevent forced entry.
- [ ] All secured doors operate properly and close on their own.
- [ ] Doors, partitions, and framing are made of metal or are reinforced.
- [ ] Door hinges are installed from the inside or have non-removable pins.
- [ ] Locks and locking equipment operate properly.
- [ ] All electromagnetic locks comply with code requirements.
- [ ] Turnstiles operate properly and require credentials to go through.
- [ ] All windows that can be opened are locked.
- [ ] Docks and dock doors operate properly and are locked when not in use.

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Lighting

- Functioning internal and external lighting in all required areas (e.g., entrances and exits, cargo handling and storage areas, the factory perimeter, and parking
- The exterior lights are mounted high and have break-resistant lenses or mesh covers.
- Adequate lighting allows guards, employees, and others to see possible concealment and access places.
- Lighting is regularly inspected and maintained.
- Back-up lighting is available in the case of a power failure.

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Access control

- You monitor all external access points using manned positions or technology.
- All people entering and exiting the facility go through a secured access point.
- Door readers are installed at all places you want to limit who has access.
- The access control system is reliable and can easily support the constant flow of people during the busiest hours.
- Clear signage defines the access requirements to interior areas with restricted access.
- Your access control system allows two-factor authentication (2FA).
- If using keypad readers: PIN codes are regularly changed, and the keypads require 2FA.
- If using physical keys: Written procedures control the issuance of keys, the process of key recovery, and necessary lock changes when employees who have them change positions within or leave the company.
- If using physical credentials: A clear policy on the use of access cards and fobs guides your employees as to what they can and cannot do with their credentials to help deter unauthorized card or fob sharing.
- Your access system is cloud-based for more efficient access management and integrated with SCIM to keep user information up to date and decrease risks like lost personnel and forgotten physical credentials, like visitor cards or fobs.

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Surveillance and intrusion detection

- Cameras adequately cover the facility and property perimeter, monitoring facility entrances, exits, stairwells, and other access points.
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- Cameras monitor the key areas related to cargo and container security.
- The cameras are monitored 24 hours a day, or you have a Video Management System (VMS) that alerts you of important events.
- Relevant personnel conducts periodic reviews of the camera footage and documents any corrective actions taken in writing.
- Camera footage of all key access events and import and export processes is maintained for sufficient time to allow for investigations.
- Your VMS and access control systems are integrated for enhanced visibility and efficiency.
- All alarms are functioning properly and are tested regularly.

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Physical security operations

- The person responsible for your facility's physical security is part of senior management, understands both the technology and the legal aspects, and has a modern perspective on security to grasp all the risks and potentials.
- Documented procedures for reviewing the supply chain and general security program are in place.
- A regular self-assessment of security practices, procedures, and policies according to risk is conducted.
- The security risk assessment is reviewed at least annually and updated if necessary.
- Procedures that address crisis management, business continuity, security recovery plans, and business resumption are recorded.
- There are periodic departmental review meetings on security and control procedures.
- Security documentation is updated promptly when procedures or equipment are changed or newly implemented.
- Procedures are in place for a prompt internal investigation of any security-related incident.
- There are documented policies for the use, maintenance, protection, and regular inspections of security technology (e.g., locks, fencing, gates, lights, access control, and CCTV).
- The security is implemented in multiple layers to delay penetration to the areas that need the most protection.
- Secure areas are used when handling cargo.
- Executives are aware of security restrictions and processes.
- All integrated technologies function properly (e.g., access control, VMS, and SSO).

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Access control operations

- There are documented procedures defining access control for different employee groups, contractors, vendors, visitors, and drivers.
- You onboard users and train admins on using the access control system.
- New employees are quickly onboarded and have access only to the necessary places from day one.
- You are able to remotely manage access and unlock doors to all your facilities.
- You assign various admin roles for ease of operations and manage access based on users, groups, locations, devices, and time.
- Different permission levels are set for different users, groups, and locations.
- The access privileges are based on the principle of least privilege.
- Past employees don't have keys or valid access credentials to the facility.
- Past employees are promptly removed from having access to the facility.
- Access points can be audited to identify who accessed those areas.
- Mechanisms are in place to ensure that the access credential belongs to the bearer.
- The access control lists that define levels of access and access hours are maintained and integrated with your SSO provider to manage users securely through real-time provisioning.
- You use door schedules to automate your security (e.g., employees are only allowed access during their shifts, and people aren't allowed access during off days, like holidays).
- Visitors, like family members, vendors, and contractors, only have access to the places they need during the time they're visiting.
- Temporary passes are difficult to lose, forget, duplicate, or forge.
- Violations of access events (like tailgating) are analyzed.
- An audit trail with a highly granular level of detail is available to trace security-related events back to their source.
- Your access control software is regularly updated to reduce security risks and cyberattack vulnerability.

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Communication, training, and alerts

- The security policies and procedures are effectively communicated with all personnel so they can adhere accordingly.
- You conduct a security awareness program to help employees understand the relationship between the company's security and success.
- Employees understand why they need the various security measures, are encouraged to learn their security obligations, and are familiar with the resources available to help with security concerns.
- New employees are provided with security and supply chain training appropriate to their position and job responsibilities.
- Employees are trained on how to recognize and report suspicious situations.
- Employees have the proper training and equipment to notify appropriate security personnel when they detect an intruder.
- Refresher training is conducted regularly or after incidents to ensure employees are current on all updated security policies and procedures.
- The documented list of prohibited materials is effectively communicated with employees and visitors.
- The employees are comfortable with the current security level.
- Admins get instant alerts on their mobile phones when violations occur (e.g., when a door is forced or propped open) so they can take immediate action.

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Emergency response readiness

- All critical security technology systems are connected to alternate power sources to ensure security in the event of power loss.
- The smoke and fire detection systems are set up properly and regularly tested.
- Integrated access control and capacity management to adhere to fire codes.
- Employees are trained for emergency egress.
- Exits and evacuation routes are clearly marked.
- The access system allows for positive identification of who is in the facility in case of an emergency.
- You invoke a series of contingency steps if you receive a natural disaster advisory.
- All doors can be locked and unlocked on command remotely to effectively respond to emergencies.
- You can put only specific doors on lockdown to contain an attack, intruder, or accident.
- The emergency action plan formally documents and identifies potential emergency conditions at your facility and specifies actions to be followed to minimize loss of life and property damage.

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Have you ticked all the boxes?

The complex global and domestic supply chains make securing your facilities and people critical and even more challenging.

Ticking all the boxes of this checklist is crucial in securing the multiple facilities, vendors, suppliers, locations, and employees involved. Be proactive and prepare for uncontrollable threats like natural disasters and extreme weather.

Get a step further and deploy a cloud-based access control solution to protect yourself against deliberate attacks, like various insider threats, sabotage of equipment, parts, or processes, security cyberattacks, and active shooter incidents.

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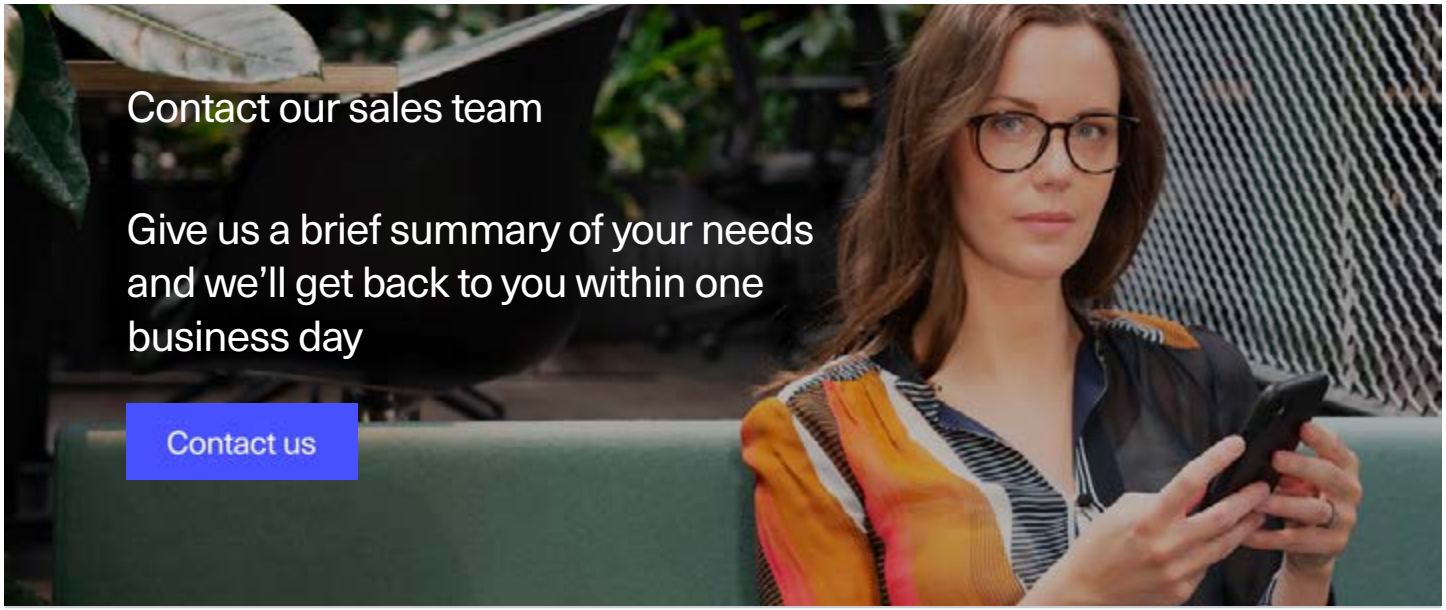
Kisi, a reliable all-in-one solution for manufacturing companies

Deploy the complete Kisi solution that scales with you or upgrade your existing access control system.

Enhance the security of your manufacturing facility and minimize security risks by introducing Kisi's sleek hardware and user-friendly software. Centralizing your security management will alleviate the complexity of maintaining the security of broadly distributed assets, networks, processes, suppliers, and personnel within supply chains.

Onboard employees and manage shift access in a few clicks. Save time and resources by sending temporary access links that act as visitor passes to suppliers, vendors, or contractors. Stay compliant by utilizing thorough audit trails and real-time capacity insights.

Prevent insider threats and keep user information up to date across all platforms by connecting Kisi with SCIM. Streamline operations by integrating door access with your SSO provider.



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