# ✅ ChecklistGuro

# Security System - Guest Access Control Checklist

## Guest Registration & Identification

Focuses on the initial process of registering and verifying guests.

**Guest Full Name**

Write something...

**Company/Affiliation (if applicable)**

Write something...

**Arrival Date**

Enter date...

**Expected Arrival Time**

**Host Employee Name**

Write something...

**Reason for Visit**

☐ Meeting

☐ Interview

☐ Service Visit

☐ Delivery

☐ Other

**Purpose of Visit (Detailed Description)**

Write something...

**Number of Guests (if more than one)**

Enter a number...

**Proof of Identification (e.g., Driver's License Scan)**

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# Access Code/Keycard Issuance & Management

Covers the creation, distribution, and revocation of temporary access credentials.

**Maximum Number of Guest Access Codes Issued Simultaneously**

Enter a number...

## Method for Generating Temporary Access Codes

- ☐ Random Number Generator
- ☐ Sequential Numbering
- ☐ Pre-Defined Code List

## Keycard Type Used for Guests

- ☐ Standard Keycard
- ☐ Proximity Card
- ☐ Mobile Key

## Date Access Code/Keycard Expiration Set

Enter date...

## Time Access Code/Keycard Expiration Set

## Instructions Provided to Guest Regarding Access Code/Keycard Usage

Write something...

## Procedure for Reusing Access Codes

- ☐ Never Reused
- ☐ Reused after System Reset
- ☐ Reused after Deletion & Re-Generation

**Sample Access Code/Keycard Delivery Confirmation Form**

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# Monitoring & Logging of Guest Access

Details the procedures for tracking guest entry and exit.

## Number of Guest Access Events Logged Daily (Average)

Enter a number...

## Summary of Unusual Access Events (if any) Reported Today

Write something...

## Access Logs Storage Method

☐ Local Server
☐ Cloud Storage
☐ Hybrid

## Last Log File Backup Date

Enter date...

## Frequency of Log File Review

## Location of Log File Storage (Physical or Virtual)

📍 Set My Current Location



## Types of Data Logged for Each Access Event

☐ Guest Name

☐ Access Time

☐ Access Location

☐ Access Method (e.g., Code, Keycard)

☐ Employee Associated with Access Request

## Log Retention Period

☐ 30 Days

☐ 60 Days

☐ 90 Days

☐ Other (Specify)

# Guest Departure & Access Revocation

Ensures timely removal of access privileges upon guest departure.

## Scheduled Guest Departure Date

Enter date...

## Scheduled Guest Departure Time

## Access Revoked Upon Departure?

☐ Yes

☐ No

## Access Code/Keycard Deactivated?

☐ Yes

☐ No

## Access Code/Keycard ID Revoked

Write something...

## Notes on Guest Departure and Access Revocation (e.g., special instructions)

Write something...

## Confirmation of Physical Key Return?

☐ Yes

☐ N/A - No Physical Key Issued

**Name of Staff Member Confirming Revocation**

Write something...

**Date of Access Revocation Verification**

Enter date...

# System Security & Auditing

Addresses the security of the guest access control system itself and regular audit procedures.

**Last System Security Audit Date**

Enter a number...

**Next Scheduled Security Audit Date**

Enter date...

**Encryption Method Used for Guest Data**

☐ AES-128

☐ AES-256

☐ Triple DES

☐ Other (Specify in Long Text)

**If 'Other' encryption method selected, please specify:**

Write something...

## Multi-Factor Authentication Enabled for Admin Access?

- ☐ Yes
- ☐ No

## Last Security Audit Report

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## Frequency of Log File Review (in days)

Enter a number...

## Summary of Findings from Last Security Audit (and corrective actions taken)

Write something...

# Training & Procedures

Covers training for staff responsible for managing guest access and documented procedures.

## Staff Trained on Guest Access Control Procedures?

- ☐ Yes
- ☐ No
- ☐ In Progress

**Briefly describe the initial training provided to staff regarding guest access control.**

Write something...

**Number of staff members currently authorized to manage guest access.**

Enter a number...

**Date of last training session for guest access control.**

Enter date...

**Training documentation available and up-to-date?**

☐ Yes
☐ No
☐ Needs Review

**Outline the steps to be followed in case of a security incident related to guest access (e.g., unauthorized access, lost access code).**

Write something...

**Upload copy of guest access control training manual/guide.**

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