

SECURITY CHECKLIST FOR RETAIL JEWELLERY OUTLETS

As a jewellery outlet owner or manager, the security of your customers, staff and stock is of the utmost importance.

Here is a checklist that can assist you in better analysing the status of your security and making the necessary improvements and amendments.

1. Have you installed physical security measures at your outlet?
2. Do you have access control measures in place including mantraps or a locked security gate?
3. Is your shop front fitted with at least 8mm toughened/laminated glass protected by glass break alarms?
4. Is your outlet protected by intruder detection sensors and beams?
5. Are you linked to a reputable security company?
6. Do you have easily accessible mobile and wall mounted panic buttons and are they regularly tested?
7. Do you have security cameras and surveillance systems in place in your outlet?
8. Do you have eye level and portrait configured cameras at your entrance?
9. Is your camera footage backed up online and easily retrievable?
10. Do you have signage in place asking customers to remove their masks prior to entering the outlet?
11. Are you and your staff familiar with the centre's security personnel and procedures?
12. Are your display cases adequately secured?
13. Is your outlet fitted with a security fog system/'smoke screen'?
14. Is your high value stock spread evenly around your outlet?
15. Is all your stock locked away after trading hours?
16. Have you and your staff done security awareness and emergency situation training?
17. Do you and your staff know how to detect suspicious behaviour and react accordingly?
18. Are you and your staff on a WhatsApp group with similar outlets in the centre as a way of sharing information about suspicious activity and incidents?
19. Is security a set point on the agenda for staff meetings?
20. Are you and your staff on a WhatsApp group with similar outlets and security provider/s in the centre so that information can be shared?
21. Do you have set procedures in place in terms of customers viewing and handling your stock?
22. Are your emergency contact numbers readily available to your staff and colleagues?
23. Do you and your staff have access to necessary security forms needed for recording suspicious individuals and incidents?
24. Are you and your staff aware of the centre's evacuation procedures?
25. Do you have policies in place detailing the minimum number of staff required in the outlet at any given time?
26. Do you have smoke detection alarms installed?
27. Do you have access to fire extinguishers and first aid kits and have your staff been trained in how to use the equipment?
28. Are you handling unnecessary amounts of cash on a daily basis?