



A Simple Security Checklist for Your Organization

Improving security doesn't always mean investing in a major new system. Sometimes, the biggest opportunities are hiding in your everyday routines.

Use this quick checklist to see where your organization is doing well and where one small change could make a meaningful difference.

1. Make Employee IDs Visible

Can you easily identify the people who belong in your building?

Check that:

- ☐ Employees are wearing current photo ID badges
- ☐ Badges are worn where they are easily seen
- ☐ Names and photos are easy to read
- ☐ New employees receive badges promptly

Small change: Encourage consistent badge-wearing instead of simply issuing badges and hoping they get worn.

2. Clearly Identify Visitors

Would an employee immediately recognize someone who is visiting your organization?

Check that:

- ☐ Visitors have a consistent check-in process
- ☐ Visitors receive a clearly identifiable badge
- ☐ Employees know what visitor credentials look like
- ☐ Visitor badges are returned or disposed of appropriately after the visit

Small change: Make visitor identification distinct from employee identification so guests are easy to recognize.

3. Create a Lost Badge Process

What happens when someone says, "I can't find my badge"?

Check that:

- ☐ Employees know who to notify
- ☐ Replacement badges can be issued promptly
- ☐ Lost credentials are addressed when building access is involved
- ☐ Employees understand why reporting a missing badge is critical

Small change: Write down your process and make sure employees know it. No scrambling required.



4. Make Different Groups Easy to Recognize

Employees. Visitors. Contractors. Volunteers. Temporary staff. Can your team tell the difference at a glance?

Check that:

- ☐ Different groups can be visually distinguished
- ☐ Badge designs are consistent within each group
- ☐ Employees understand what the different credentials mean

Small change: Consider using different colors, badge designs, or accessories to help distinguish groups quickly.

5. Take a Walk Around Your Building

Sometimes the easiest way to find a security gap is to step away from your desk.

Look for:

- ☐ Doors that are routinely propped open
- ☐ Staff-only spaces that aren't clearly identified
- ☐ Unsecured areas containing equipment or sensitive materials
- ☐ Entrances where visitors may be unsure where to go
- ☐ Old signs, processes, or credentials that could cause confusion

Small change: Schedule a regular walk-through and look at your building from the perspective of someone who has never been there before.

6. Make Security Everyone's Responsibility

Your employees see things technology may not.

Ask yourself:

- ☐ Do employees know what to do if they see someone they don't recognize?
- ☐ Do they know how to report a concern?
- ☐ Are security expectations communicated clearly?
- ☐ Can employees ask questions without feeling like they're overreacting?

Small change: Add a quick security reminder to a staff meeting or internal communication.



7. Give Your ID Program a Quick Checkup

One of the easiest places to start is with what you already have.

Review:

- ☐ Employee photos are current
- ☐ Employee information is accurate
- ☐ Old credentials are addressed appropriately
- ☐ Visitor procedures are being followed consistently
- ☐ Badge supplies and accessories are organized and available
- ☐ Your identification process still fits your organization's needs

Small change: Choose one item that needs attention and fix that first.

How Did You Do?

6–7 checked: Nice work! Your organization has many of the basics covered. Keep looking for ways to make your processes easier and more consistent.

3–5 checked: You have a good foundation. Pick one unchecked area and make it your next small security improvement.

0–2 checked: Don't panic. You don't have to solve everything at once. Start with the improvement that feels easiest to implement and build from there.

Remember:

Better security doesn't have to start with a big project. It can start with one small change.