



Burglary – Self Assessment for Non Business Hours

Physical Location: _____

Date(s): _____

A.	Assets on Hand	OK or N/A	We Need Help
	<ul style="list-style-type: none">Maximum Currency Stored: _____ _____Maximum Travelers Checks Stored: _____ _____Total Value of all other cash items (jewelry, negotiable securities, collateral, etc.): _____ _____ _____		
	<ul style="list-style-type: none">Are all currency and Traveler Checks stored in “adequate” UL rated burglary resistant containers? _____		

B.	Currency Vault	OK or N/A	We Need Help
	What is the total value of cash items (currency, traveler checks, etc.) stored in the Currency Vault during non-business hours? _____ _____		
	1. What alarm components (door contact, heat sensor, sound detectors, etc.) protect the vault? _____ _____ _____		
	2. When were staff last trained to properly use combination locks? _____		
	3. Are combinations properly stored? _____		
	4. Are there adequate separations of access controls? _____		

C.	Record Vault	OK or N/A	We Need Help
	1. What is the total value of cash items (currency, traveler checks, etc.) stored in the Records Vault during non-business hours? _____ _____ _____		
	2. What alarm components (door contact, heat sensor, sound detectors, etc.) protect the vault? _____ _____ _____		
	3. Where is the alarm control cabinet located? _____ _____		



4. Who manufactured and what is the model name and number of any internal and external line security protecting the vault alarm system? _____ _____ _____ _____		
D. Record Safe	OK or N/A	We Need Help
1. What is the total value of cash items stored in each Record Safe? _____ _____ _____		

E. Fire-Resistive Files	OK or N/A	We Need Help
1. What is the largest cash item exposure stored in any one Fire-Resistive File? _____ _____ _____		
2. Are loan files stored in Fire-Resistive Files? _____		

F. Money Safes	OK or N/A	We Need Help
1. What is the UL, SMNA or other burglary resistive rating on money safes at this location? _____		
2. What alarm components (door contacts, heat sensors, sound detectors, capacitance, etc.) are on each safe at this location? _____ _____		

G. Alarm System	OK or N/A	We Need Help
1. Is Internal Line Security installed and used? _____		
2. Is External Line Security installed and used? _____		
3. Where is the alarm control cabinet located? _____		
4. How many hours of standby power are dedicated to object alarm systems? _____		
5. Our alarm reports to: _____		
6. What perimeter and/or area alarm components are installed and used? _____ _____		
7. Describe alarm shunting procedures: _____		
8. When was the last time the alarm system was tested and serviced? _____ _____		
9. Describe your key control and combination control procedures? _____ _____ _____		
10. When were employees last trained on the following: Key and Combination control procedures? _____ Alarm system and shunting procedures? _____		
11. Are spare keys adequately protected against unauthorized use? _____		