

Operating a secure warehouse

Are your warehouse operations as secure as they could be?

According to global cargo theft reports issued jointly by TT Club and BSI, thefts from facilities and warehouses accounts for approximately 25% of recorded theft incidents. Inevitably, this varies by country and region but is influenced by implemented levels of both procedural and physical security measures.

While there are more obvious physical measures such as perimeter fences, CCTV and barriers, effective security includes procedural aspects such as ensuring due diligence when hiring personnel, issuing security badges, issuing company uniform and information security. However, there is no one size fits all solution to warehouse security and much will depend on the cargoes being stored and the frequency of cargo movements.

What are the risks?



How can you mitigate these risks?

Here we highlight primary areas of concern and recommended actions to ensure secure warehouse operations.

PHYSICAL SECURITY

- Install pass card/key codes on warehouse entrances
- Implement secure access points at perimeter fence and at all access points – the fewer access points the better
- Maintain adequate lighting (environmentally sensitive, preferably infrared controlled)
- Install CCTV (high quality, covering key areas, well maintained, trained operator, appropriately saved)
- Ensure there is an auxiliary power supply for CCTV and alarm systems
- Install security signage indicating the presence of CCTV and 24hr security coverage
- Maintain perimeter fencing to a minimum two metres tall and consider bars on any low-level windows
- Restrict and secure roof access
- Secure access to external doors, windows and loading docks
- Minimise cargo left on vehicles/trailers for prolonged periods



INFORMATION SECURITY

- Strictly control access to systems & data (“need-to-know basis”)
- Implement & manage compulsory information security training
- Ensure strong passwords are used
- Avoid shared work stations



SECURITY MANAGEMENT SYSTEMS

- Develop security policies and review annually
- Define security responsibilities clearly and dedicate senior member of staff to manage
- Conduct risk assessments annually and ensure that identified deficiencies are resolved in a timely manner
- Establish maintenance contracts for all security systems, with clear KPIs (such as turnaround time for repairs)
- Implement a robust key control system
- Train all employees to recognise and respond to unauthorised persons and/or suspicious activities
- Perform due diligence on any hired security firm (clear understanding of responsibilities, sufficient liability insurance cover, adequately trained employees)
- Log all visitors and vehicles accessing the site (name, company, reason for visiting, time in and time out)
- Verify identification of visiting drivers
- Implement pre-employment screening
- Ensure access cards/keys and uniform are returned when an employee leaves the company
- Use high-security seals that meet or exceed ISO17712 standard
- Carry out random security checks on employees and others departing site
- Clearly segregate personnel car parking from the warehouse facility

