

## Detailed Security Checkpoint Log Form

|                       |                      |                     |                      |
|-----------------------|----------------------|---------------------|----------------------|
| Date                  | <input type="text"/> | Checkpoint Location | <input type="text"/> |
| Security Officer Name | <input type="text"/> | Badge/ID Number     | <input type="text"/> |

| Entry/Exit | Personnel/Visitor Details |                      |                      |                      | Purpose of Visit     | Scan/Verification | Comments / Incident Notes |
|------------|---------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|---------------------------|
|            | Name                      | ID/Pass Number       | Time In              | Time Out             |                      |                   |                           |
| Entry      | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Valid             | <input type="text"/>      |
| Entry      | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Valid             | <input type="text"/>      |

Security Officer Signature:

**Note:** Ensure each entry and exit is recorded in real time. Use the "Comments / Incident Notes" column to document any unusual activities or incidents for efficient review and response.