

Daily Shift Record Form for Security Guards

This **daily shift record form** sample for security guards ensures accurate documentation of each shift's activities and incidents. It helps maintain accountability and enhances communication between security personnel and management. Using this form streamlines reporting and supports effective security operations.

Shift Details

Date		Location/Post	
Guard Name		Shift Time	From: _____ To: _____

Shift Activities & Observations

Time	Activity / Observation	Initials

Incidents / Issues Reported

Time	Incident / Issue Description	Action Taken	Reported to

Equipment Check

Equipment	Status	Remarks
Radio		
Flashlight		
Uniform		

Signatures

Guard Signature		Date	
Supervisor Signature		Date	